



STUDENT HANDBOOK
of
The College of William and Mary

ADMINISTRATIVE OFFICERS

| TITLE | OFFICER | OFFICE LOCATION | PHONE NO. |
|--|-----------------------|-------------------|--------------------|
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| Vice President | | | |
| Academic Affairs | George R. Healy | Brafferton | 217 |
| Vice President | | | |
| Business Affairs | William J. Carter | James Blair Hall | 211 |
| Vice President | | | |
| College Development | Warren Heemann | Old Rogers Hall | 519 |
| Dean, Faculty of Arts and Sciences | Jack D. Edwards | James Blair Hall | 243 |
| Associate Dean, Faculty of Arts and Sciences | David E. Kranbuehl | James Blair Hall | 681 |
| Graduate Deans: | | | |
| Faculty of Arts and Sciences | John E. Selby | Morton Hall | 329 |
| School of Education | James M. Yankovich | Jones Hall | 291 |
| School of Law | William B. Spong, Jr. | Marshall-Wythe | 304 |
| School of Business | Charles L. Quittmeyer | Jones Hall | 278 |
| Dean, Undergraduate Program | James C. Livingston | James Blair Hall | 246 |
| Dean of Students | W. Samuel Sadler | James Blair Hall | 387 |
| Associate Dean of Students | | | |
| Administration | Carolyn L. Moseley | James Blair Hall | 354 |
| Student Development Activities and Organizations | Susan A. Deery | James Blair Hall | 581 |
| Residence Hall Life | Kenneth E. Smith, Jr. | Campus Center | 236, 557 |
| Asst. Dean of Students, | John D. Morgan | James Blair Hall | 314 |
| Residence Hall Life | Amy L. Jarmon | James Blair Hall | 319 |
| Director, Student Health Service | Richard D. Cilley | Health Center | 386 or 229-2793 |
| Director, Center for Psychological Services | Jay Lee Chambers | 125 Richmond Road | 231 |
| Director, Career Counseling | Harriet E. Reid | James Blair Hall | 427 |
| Director, Placement | Stanley E. Brown | Morton Hall | 604 |
| Director, Minority Student Affairs | Leroy O. Moore | James Blair Hall | 247 |
| Director, Student Aid | E. Leon Looney | James Blair Hall | 301 |
| Director, Veteran Affairs | John C. Bright | James Blair Hall | 515 |
| Director, Auxiliary Enterprises | David G. Healy | James Blair Hall | 584 |
| Director, Special Programs | Carson H. Barnes, Jr. | VARC | 877-9231, ext. 200 |
| Director, Summer Session | Paul N. Clem | James Blair Hall | 238 |
| Director, Security | Harvey P. Gunson | Security Office | 550 |
| Treasurer | Floyd E. Whitaker | James Blair Hall | 210 |
| Registrar | Henry C. Johnson | James Blair Hall | 400 |
| Director of Student Records | Charles R. Toomajian | James Blair Hall | 245 |

SECURITY POLICE: 550, 596, 597, or 229-2775

CITY FIRE DEPARTMENT: 229-1313, or call Ext. 367

STUDENT HEALTH CENTER: Ext. 386 or 229-2793

ESCORT: 550, 596, 597, or 229-2775

RESCUE SQUAD: 229-1313



STUDENT HANDBOOK *of* **The College of William and Mary**

WILLIAMSBURG, VA. 23185

SERVICES • ORGANIZATIONS • POLICIES

INTRODUCTION

This handbook is an attempt to make William and Mary more meaningful to students. Efforts have been made to gather together in one place a complete listing of the services, policies, procedures, organizations, regulations, and opportunities which affect the student members of the community, in the hope that this will make each of you more aware of the options and choices available as well as to make life on campus simpler.

July, 1976

TABLE OF CONTENTS

| | |
|---------------------------------------|-----|
| History | 1 |
| Undergraduate Program | 3 |
| Residential Life | 11 |
| Medical and Counseling Services | 15 |
| Campus Facilities | 19 |
| Student Governance | 25 |
| Organizations | 29 |
| Rights and Responsibilities | 39 |
| Policies and Regulations | 49 |
| Self-Determination | 57 |
| Honor Code | 67 |
| Special Graduate Policies | 81 |
| Activities | 103 |
| Publications | 105 |
| Annual Happenings | 107 |
| Social and Cultural Life | 109 |
| For Your Information | 115 |
| Index | 129 |

HISTORY

While this booklet is a statement of William and Mary as it is, you might like to know a little about what the College has been and how it achieved its present status. After all, you are a part of an academic tradition that is over 280 years old. Obviously, we can't trace the College's entire history here, but there are several facts which are especially important:

****The College of William and Mary in Virginia was chartered in 1693 by King William III and Queen Mary II and is the second oldest institution of higher learning in the United States.**

****The Sir Christopher Wren Building is the oldest academic building in continuous classroom use in America.**

****The roll call of patriots who studied at William and Mary is long and distinguished. There were three American Presidents: Thomas Jefferson, James Monroe, and John Tyler; (George Washington received his surveyor's license from the College and, after his Presidency, returned as Chancellor); sixteen members of the Continental Congress; 4 signers of the Declaration of Independence; four justices of the Supreme Court of the United States, including John Marshall; and many other Senators, Congressmen, cabinet members, and ministers to foreign governments.**

****While Jefferson was Governor of Virginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. To the curriculum he**

added chairs of modern language and constitutional law (both firsts in America), and the College adopted the nation's first elective system of study and first honor system. Likewise, in 1776 William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity, and in 1781, by uniting the faculties of law, medicine and the arts, the College became America's first true university.

****The College suspended operations during the Civil War and again in 1881 when its resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term.**

****In 1906, the Commonwealth of Virginia purchased the College and made it a part of the State system of higher education.**

****In 1918, the College became coeducational, much to the sorrow of the class of 1918, whose members said in the *Colonial Echo* of that year: "We deeply regret to imprint upon the pages of our history the melancholy fact that we are the last class to graduate from this old college before it is defiled by coeducation."**

****After a period of steady growth the College gave birth to four new Colleges, three of which have become four-year institutions in urban areas of Virginia: Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of William and Mary, now Old Dominion University; Christopher**

Newport College; and Richard Bland College.

Today William and Mary, still a moderate-sized university, is primarily an undergraduate institution with 24 departments in the Faculty of Arts and Sciences and Schools of Business Administration, Education, Law, and Marine Science. There are concentrations in 25 areas and an interdisciplinary major for the bachelor's degree,

17 for the master's, and 4 for the doctorate. It is an institution which, in the words of its 24th President, Dr. Thomas A. Graves, Jr., is "a College community, small enough to provide for a set of relationships that allows true teaching and learning to take place, large enough to have the resources to strive towards excellence." After nearly three centuries of existence, the College remains a place of "universal study" dedicated to the concept of educating the whole individual.



ACADEMICS

The Undergraduate Program

Academics are central to life at William and Mary; for this reason, they are the first major topic in this booklet. What follows is a discussion of some of the major academic features and procedures in existence at William and Mary. This discussion is not inclusive of all of the academic rules and policies; rather, the *Catalog* must be considered the authoritative document on the subject. We've tried to be helpful but, to be absolutely certain, consult the *Catalog*. Don't just take our word for it.

Because there's so much to say about academics, perhaps it's best to start at the beginning--to give you an idea of "services" offered, requirements and options available. You'll be told that William and Mary students are among the nation's best; that's partly public relations and partly true. Most of the students here graduated in the upper percentile ranks of their senior classes, most have high college boards, and many have participated in a multiplicity of extracurricular activities. However, not all William and Mary students can be pegged into these holes, and even those who can are not all alike. It's this difference which makes life at the College interesting but which also renders describing academics a complicated process. Academic choices are personal matters, and it's highly impractical and extremely unwise to attempt to prescribe a set pattern for everyone.

At William and Mary the approach to education is fairly traditional with papers, final exams, grades and a mixture of lectures, quizzes and seminars. But there are options available also: options which enable an individual to have greater flexibility in

academic life. The concerned student, by fully utilizing the opportunities presented, can build an academic career which best suits your own personality and interests while, at the same time, exploring new avenues of educational challenge. You can obtain a more interesting and valuable educational experience by exercising the options you have within the current curriculum.

Educational Options

Asia House: Asia House is a coeducational residence for thirty-three undergraduates who have a special interest in the study of Asia. Requirement for residence is a strong interest in Asia, usually indicated by involvement in the academic study of some aspect of Asian culture. The Resident Director, who is a specialist in Asian studies, assists the students in planning a series of programs and activities concerned with all aspects of Oriental life, including art, music, politics, history, religion, and the culinary arts.

Project PLUS: An academic and residential program, Project PLUS consists of 84 students living in the Project PLUS residence hall and taking part of their academic work together under faculty who teach in the residence itself. The program has a student composition of approximately 42 sophomores, 21 juniors, and 21 seniors. It is coeducational, enrolling 42 women and 42 men. Every student registers each semester for a tutorial and the forum, which carry four hours of elective academic credit. The tutorial and forum, conceived as a com-

bined and integrated whole, address themselves to different aspects of the central theme. For further information, contact Dr. Carlyle Beyer.

Language Houses: The College of William and Mary offers a novel cultural and educational experience by providing an in-depth coeducational residential program for the study of foreign languages. The language house program, under the guidance of the faculty of the Modern Language Department, consists of four distinct residence halls with intensive exposure to French, German, Spanish, and Italian language and culture. The Italian house accommodates 12 students and has a Resident Assistant, and each of the other language units contains approximately 42 students and is staffed by one foreign national Resident Tutor. Participation is open to all interested and qualified students, including non-language majors. For further information, contact the Department of Modern Languages.

Foreign Study: William and Mary participates in several foreign study programs which enable interested students to spend a summer, semester, or year abroad. Students may elect to study at the University of Exeter in England, at St. Andrews in Scotland, at Montpellier in France, at the University of Munster in Germany, or for a summer at Cambridge University in England. In addition, the Drapers' Scholarship for study at a British university of the recipient's choice is awarded annually to two William and Mary students.

For information about foreign study, contact Dean Deery, Dean Livingston, or Professor Cecil McCulley and refer to brochure, *Explore Educational Experience Abroad*.

The Washington Program: The Washington Program, a series of two-day seminars scheduled throughout the year, is designed to give students the opportunity to broaden their knowledge of the nation's capital -- its people, places and institutions. It seeks to provide participants with exposure to the resources available in Washington in a wide variety of areas, including government, education, communications, science and technology, and the fine arts. By enabling highly-motivated students to develop a working knowledge of our key national institutions, the Washington Program relates the academic environment of the student directly to the world of functional affairs.

Announcements regarding specific programs and application forms for these programs are available in the Office of the Dean of Students.

Academic Advising

Undergraduate Faculty Advisors: Upon entering the College, you will be assigned an advisor who presumably was chosen for you (and 10 or 11 others) because of your special interests. Your advisor should explain the College's requirements to you, answering any questions you may have, and help you make some choices about the courses you wish to take. Since there are distribution and proficiency requirements, the options for freshmen will be more limited than those of upperclassmen. However, the requirements themselves are internally flexible--i.e., you are not required to take particular courses within each area--and thus provide you the opportunity to experiment within and across disciplines. In addition, the freshman colloquia can be, and often are, unique and exciting educational experiences.

Your advisor may also help you make some tentative academic plans for the next two or four years of your life, “but” *there’s absolutely no commitment to these tentative plans.* Especially, don’t feel bad if you don’t know exactly which courses you’d like to take. Keep in mind, too, that the advisor’s role is simply that: to advise, not to dictate.

If you, for any reason, wish to change advisors, contact the Associate Dean of the Faculty. Remember, however, that you will be assigned a new advisor when you declare your area of concentration (major) so you may just choose to wait until that time to change.

Ideally, your advisor should be someone whom you get to know well during your freshman year. Unfortunately, though, advisor-advisee contact is sometimes rather limited, but don’t despair--there are other individuals to whom you can turn for advice. Many faculty members really believe that the College is a unique community in which all members--regardless of their roles--share in a learning and growing experience. If you seek these people out, you’ll find them to be very sympathetic, concerned, empathetic, and/or helpful.

Special Advisors: Special Advisors have been appointed to supplement the more specialized academic advising which is the responsibility of the Faculty Advisors. The Special Advisors will assist students who have interest in and questions relating to particular professional careers and/or graduate fellowships. Students uncertain of a career choice and options available to them and desiring counsel should contact the Director of Career Counseling in James Blair Hall. Students wishing assistance in obtaining

non-teaching employment after leaving the College should contact the Director of Corporate Relations and Placement in Morton Hall.

Architecture: Wright B. Houghland, Department of Fine Arts.

Business School or Business Opportunities: Anthony L. Sancetta, School of Business Administration.

Danforth Fellowships: Professor William S. Cobb, Department of Philosophy.

Drapers, Exeter, and St. Andrews Scholarships: Professor Cecil McCulley, Department of English.

Education - Remedial Education: Professors Robert Bloom, Louis Mesnier, Douglas Prillaman; **School, College and Career Counseling:** Professors Fred Adair, Charles Matthews; **School and Higher Education Administration:** Professors Daniel Gerber, Robert Maidment; **Educational and School Psychology:** Professor John Lavach.

Engineering: Professor Hans Von Baeyer, Department of Physics.

Foreign Service: Professor George Grayson, Department of Government.

Foreign Study: Dean Susan Deery.

Foreign Student Advisor: Dean Susan Deery.

Fulbright Scholarships: Professor Gary Smith, Department of Modern Languages.

Forestry: Professor Mitchell Byrd, Department of Biology.

Health-related Professions: Professor Wayne Kernodle, Department of Sociology.

Journalism: Professor Scott Donaldson, Department of English.

Landscape Architecture: Frederick L. Belden, Colonial Williamsburg Foundation.

Law: Professors Bruce Rigelman, Richard Damon, Kelly Shaver, James Thompson, John Willis, Jr.

Library Science: Mary Lou Cobb, Swem Library.

Medicine: Professor Randolph A. Coleman, Department of Chemistry; Professor Mitchell Byrd, Department of Biology.

Ministry: The Reverend Thomas Mainor, Campus Ministries United.

Marshall and Rhodes Scholarships: Professor Carlyle Beyer, Department of History.

Museum and Curator's Professions: Graham Hood, Colonial Williamsburg Foundation.

Peace Corps and Vista: Kenneth E. Smith, Jr., Campus Center.

Publishing: Professor Thomas Finn, Department of Religion.

Public Administration: Professor William Morrow, Department of Government.

Veterinary Medicine: Professor Mitchell Byrd, Department of Biology.

Transfer Advisors: Transfer students are assigned a transfer advisor who should assist you in plotting the remainder of your academic career and in straightening out any problems with transfer credits. As soon as you declare a concentration, you will be assigned an advisor within that area.

NOTE: All students must declare their concentration *at W&M*. Thus, even if you've declared previously at another school, you must re-declare here. In addition, if you transfer into W&M as a junior (i.e., with 54 credits), you must immediately declare your concentration, even if you haven't done so at your previous college. (You are not bound by your declaration of concentration . . . you can change it later--until registration for the second semester of your senior year.)

Academic Regulations

The information here is partial and is meant only to bring your attention to several of the more important facets of the curriculum. For details, refer to the section of the *College Catalog* entitled, "Requirements for Degrees and Academic Regulations."

Normal Load: A degree candidate may register for a minimum of 12 academic hours and a maximum of 18, excluding required Physical Education courses. Special permission to take less than 12 hours or more than 18 may be requested through the Committee on Academic Status. The necessary forms are found in the Office of the Dean of Students.

Minimum Academic Requirements: See *Catalog*.

Reporting of Grades: In accordance with the provisions of the "*Statement of Rights and Responsibilities*," student grades will *not* be sent to parents unless the student indicates in writing that the grades are to be mailed home. The appropriate cards for notification of this intent are in the Dean of Students' Office. Be sure to fill one out if you wish your grades sent home--this applies to both semesters (you only need to fill the card out once a year).

Grading System: See *Catalog*.

Absence from Final Examinations: Prior arrangement for absence from a final examination for reasons of illness or other good grounds must be made with Dean Deery for freshmen and first-year transfer students and with Dean Sadler for upperclass students. Permission to take a deferred exami-

nation must be obtained *in writing* from these same offices. Individual faculty members may not grant permission for a student to take an exam at a time other than the scheduled date.

Absence from Tests; Late Papers; Deferred Grades: Students are given deferred tests (other than final exams), are allowed to turn papers in late, and/or are given deferred grades at the discretion of the individual faculty members.

Area and Sequence Requirements: See *Catalog*.

Proficiency Requirements: See *Catalog*.

Registration: All classified undergraduate students who are planning to return for the following semester are allowed to pre-register in the spring for the fall semester and prior to the end of the first semester for the spring semester. All registration is done through the Registrar's Office. Students are encouraged to consult with their academic advisors before completing registration.

Drop-Add: During the first two weeks of classes, students may drop and/or add courses according to procedures announced by the Registrar's Office. Courses dropped during this period will not appear on the student's record. For two additional weeks (second to fourth week of classes), students may drop a course (providing their course load is not reduced below 12 academic hours) but will receive the designation "W" for the course(s) dropped. Between the end of the fourth week of classes and the last day of classes, the designation "W" is

given for any course which the student drops while passing (assuming a 12-hour load after the drop), and the grade of "F" is awarded for any course dropped when the instructor indicates that the student's work in the course is less than satisfactory. For medical or other extenuating circumstances, a request for exception to this regulation may be made to the Committee on Academic Status through Dean Sadler's office.

In order to drop or add courses, go to the Registrar's Office to obtain the proper forms. Remember that you cannot take less than 12 hours without the special permission of the Committee on Academic Status. *Don't drop below 12 hours!*

Declaration of Concentration: At the end of the sophomore year, a student must declare an area of concentration. To do so, you need to fill out the necessary forms in Dean Moseley's Office. The secretaries can give you any assistance you may need.

Most departments require that you complete from 27 to 33 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. The chairperson of the department is automatically listed as your advisor when you declare your concentration and will explain the requirements of the department to you. For further information, check the *Catalog*.

The procedure for declaring an Interdisciplinary Concentration is basically the same as above; however, this declaration is not considered final until your topic and plan have been approved by the Interdisciplinary Committee. It is recommended that you consult the Interdisciplinary Advisor as soon as you have an idea you

are interested in an Interdisciplinary Concentration.

Change of Concentration: To change concentration, file the necessary forms in Dean Moseley's Office. A student cannot change concentration after registration for the second semester of the senior year.

Declaration of Candidacy for a Degree: During the first semester of your senior year, you must file a Declaration of Candidacy for a Degree. Check with the Registrar's Office for details.

Degrees: Undergraduate students may earn a Bachelor of Arts, a Bachelor of Science, or a Bachelor of Business Administration degree. Refer to the *Catalog* for details.

Transcripts: The Registrar's Office is responsible for forwarding your transcripts to any place you request. The initial transcript is free; any additional transcripts cost \$2 each. Your requests for transcripts will be processed as quickly as possible, and you will be notified when a transcript has been sent.

Grade Review: If you think you are dealt with unfairly in terms of grades in a course, speak with the professor first. If the explanation does not satisfy you, talk with the chairperson of the department for information regarding grade review procedures.

Withdrawal from College: If you wish to withdraw from College during the academic session, you must file notice with the Dean of Students who will certify that you have officially withdrawn. Failure to notify Dean Sadler results in the notation "Withdrawn Unofficially" on your record. This will present problems later, especially if you try to re-enroll at

William and Mary; moreover, you will not be given any refunds.

Transferring Out; Non-Returning Students: Students who plan to leave William and Mary at the end of a semester to transfer to another school or for any other reason must file a **WILL NOT RETURN** form in Dean Sadler's Office.

The Committee on Academic Status: The Committee on Academic Status determines whether or not students have completed the requirements necessary to remain in good standing at the College. Students who fail to acquire the number of credits necessary at the end of each semester may be required to withdraw or be placed on academic probation. Each student has the right to appeal to the Committee on Academic Status for a reversal of its original decision.

Students required to withdraw from the College for academic deficiencies are not automatically eligible for readmission at a later date. The Office of Admission will not accept an application for readmission from a student who has been required to withdraw until that student has first been reinstated to good standing by the Committee on Academic Status.

A student who is asked to withdraw in May or August is eligible to apply to the Committee the following November for reinstatement and for readmission in January. A student who is asked to withdraw in January is eligible to apply the following April for reinstatement and for readmission in the fall. After a student is reinstated, an application for readmission must be filed with the Office of Admission. Ordinarily, the Committee on Academic Status will not grant a request for reinstatement to any student who

has been required to withdraw more than once due to academic deficiencies. As long as they are not in good standing at the College, students are not permitted to apply any credits taken at other institutions toward a William and Mary degree.

Students must also petition the Committee on Academic Status for the following:

- permission to take overloads or underloads.
- permission for dropping courses without grade designation (i.e., "W" or "F").
- permission to drop a course when the drop would result in a course load of less than 12 hours.
- permission to add a course after the DROP-ADD deadline.

Petitions and appeals to the Academic Status Committee are handled through the Dean of Students' Office.

The Committee on Degrees: Students requesting exemption from any of the requirements for a degree or an adjustment in the degree requirements must petition the Degrees' Committee. See the Dean of the Faculty of Arts and Sciences. (Business students: see the Dean of the School of Business Administration.)

Transfer Credits (see, also, *Transfer Advisors*): The Associate Dean of the Faculty of Arts and Sciences works closely with transfer students in determining which courses taken at other institutions are transferrable to William and Mary. Any student *not* satisfied with the decision of the Associate Dean of the Faculty can appeal that decision to the Committee on Degrees. No final evaluation of transfer credits is made prior to the matriculation of the student into the College. For further information, contact Dean Kranbuehl and refer to the

Catalog.

Summer School: William and Mary conducts a summer school program, consisting of 2 five-week sessions. Normally, students cannot take more than 6 academic hours per session; however, exceptions are made in special cases.

Summer session catalogs are published in March of each year and, in addition to the Office of Summer Session, are available from other campus locations, including the Dean of Students' Office, the College Switchboard, and the Campus Center.

For further information, contact Dr. Clem.

Summer Work at Other Institutions: William and Mary students who wish to receive credit for courses taken at another college (other than those colleges with which William and Mary participates in exchange programs or special educational programs) must request approval of such study from the Associate Dean of the Faculty of Arts and Sciences *prior* to enrolling in the other institution. In addition, only elective courses or those courses not necessary for completion of degree requirements are transferrable.

Courses not taught at William and Mary but sufficiently similar to those taught, or courses which would carry academic credit if they were taught here, can generally be transferred to W&M. It is wise to check with the William and Mary department in which you are seeking transfer credit as well as with Dean Kranbuehl.

Evening College: The College's program of evening courses is intended primarily for the benefit of the residents of the Tidewater communities. *Degree candidates* wishing to

take courses for credit in the Evening College must have the prior approval of the Associate Dean of the Faculty of Arts and Sciences.

Special Programs: The Director of Special Programs develops and administers a variety of adult education

courses. The Office is located at the Virginia Associated Research Campus in Newport News and serves the public, including current William and Mary students, in the Williamsburg-Tidewater area.

For further information, contact Carson Barnes, Director of Special Programs.



RESIDENCE HALL LIFE

Jack Morgan and his assistant, Deans in the Office of Residence Hall Life, and David Healy, the Director of Auxiliary Enterprises, work closely on concerns related to student residences. While Mr. Healy has budgetary responsibilities for physical and fiscal matters (including those related to the condition of the halls, their upkeep, and the purchase of new or replacement furnishings), the Office of Residence Hall Life also has an interest in the students' living environment. Questions concerning room assignments, residence hall student staff, residence hall government, and residence hall programs should be directed to Jack Morgan or his assistant.

Painting Rooms

If you wish the College to paint your room, file a Work Request with the Residence Hall Staff. Rooms are normally painted once every three years but may be painted more frequently *if necessary*.

If you prefer to paint your room with your own paint, you must secure the prior written approval of the Director of Auxiliary Enterprises. Failure to do so will result in an assessment of a fine against your room damage account.

Room Selection

Undergraduates: Upperclass students who pay the room deposit by the designated deadline are assigned room with the roommate of their choice on the basis of a room selection process (lottery). This drawing, conducted in the spring of each year, determines the order of room selection within each class. Since the College may have more students paying deposits than can be housed, some "selecting out"

typically occurs during the early spring. However, even these individuals are generally offered space after the room selection when attrition makes this possible.

Freshman room assignments are made during the summer on the basis of a survey. The intent of the survey is to determine the interests and compatibility of individuals.

Graduates: Graduate housing on campus is very limited. Graduate students who wish to secure College housing must apply at the Office of Residence Hall Life. Those graduate students who have paid the \$50 deposit by the designated deadline have priority. All others are placed on a waiting list. (The Office of the Associate Dean of Students for Administration maintains a list of some off-campus housing.)

Laundry

Most of the residence halls, except Tyler and the sorority houses, are equipped with coin-operated washers and dryers. The laundry facilities in the basement of the College apartments serve Sorority Court. In addition, the new college laundromat in Taliaferro Hall is very convenient to Tyler residents and commuting students. Laundry facilities are open to all students, regardless of their place of residence.

Storage In Residence Halls

You may store personal belongings in the storage areas of residence halls during the summer and the academic year. However, items left over 90 days are generally considered community property. Because of fire regulations prohibiting storage in cardboard and wood boxes, all stored items *must* be in trunks or locked metal containers. The College will discard or auction any items not stored in this manner.

Note: Storage is at your own risk. The College is not responsible for anything stolen or damaged; therefore, be sure that everything you store is locked.

Furnishings And Decorations

The College provides you with a bed (and a bedboard, if you request one), closet, desk, chair, and some sort of chest of drawers or dresser. After that, you're on your own. You provide your own curtains, bed linens, towels, shower curtains (in private or suite baths), and additional furniture you may desire or need (i.e., bookcases, lamps, rugs, extra chairs, etc.). See the *Residence Hall Contract* for provisions regarding nail holes and tape on walls.

Changing Rooms or Roommates

If you feel that you would like to change rooms or roommates at any time during the year or between sessions, you *must* see the Deans in the Office of Residence Hall Life. Changing rooms or roommates without the prior approval of Residence Hall Life results in a \$25.00 fine.

Repairs

If your room is in any way damaged or if you have problems with any utilities, complete a Work Request available from your Resident Assistant, Head Resident, or Area Coordinator. See also, *Residence Hall Contract*.

Inspections

See the *Residence Hall Contract* and the "Statement of Rights and Responsibilities", I,E,1.

Fumigation

You should probably keep some sort of insecticide on hand for minor

emergencies with bugs. In more serious cases, call the Plant Office, ext. 303, 382, or 383. Also, let the Area Coordinator know.

Appliances

See *Residence Hall Contract*. (Beginning in the fall of 1978, refrigerators must all be U.L. approved and not over 5.8 cubic feet.)

Damage Deposit

See *Residence Hall Contract*.

Room Deposit

See *Residence Hall Contract*.

Kitchen Facilities

Most residence halls have kitchen facilities. Many students own hot plates and/or broiler ovens. Keep in mind, however, the stipulations of the *Residence Hall Contract* re: electricity. You'll probably be able to purchase secondhand appliances, including refrigerators (see above, "Appliances").

Overnight Guests

See *Residence Hall Contract* and *Uniform Guidelines*.

Security

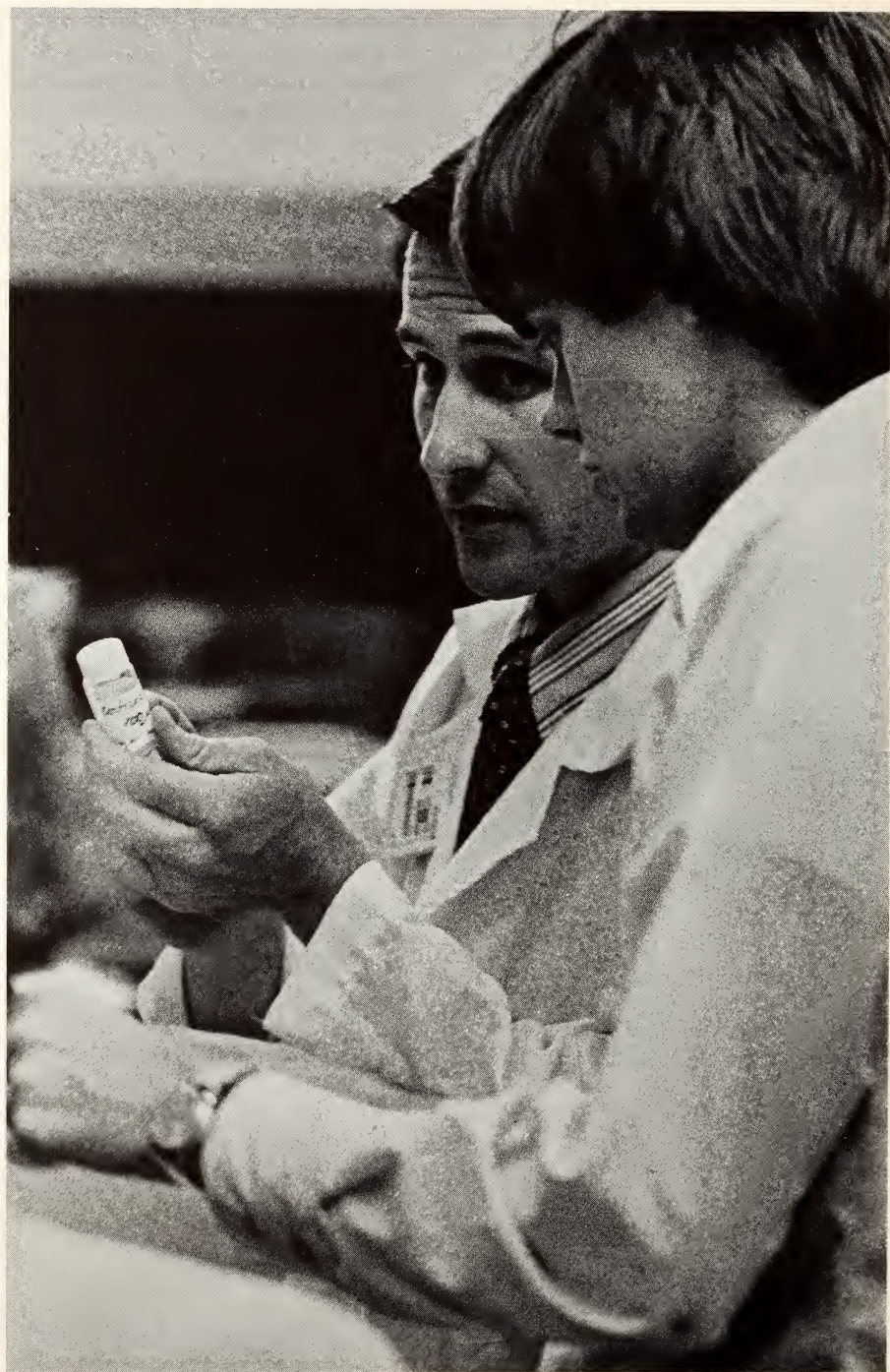
You are responsible for your personal security and that of your belongings within College facilities. With this in mind, you should keep your doors locked at all times when you're out or asleep or when you, for any reason, are unable to control the entrance of other individuals into your room. College policy prohibits staff members from unlocking your door for anyone other than yourself or your roommate (except in those cases outlined in the "Statement of Rights and Responsibilities" and the *Residence Hall Contract*). Avoid late-night mean-

dering in the hallways or working alone in areas of your residence hall other than your own room. If you should see individuals in the hall who are neither residents nor their guests, tell your R.A. immediately.

Linens

Students may rent linens from a College-contracted agency at a cost of approximately \$30.00 per year. The service provides 2 sheets, a pillowcase, and 3 bath towels each week.





MEDICAL AND COUNSELING SERVICES

Student Health Service

The David J. King Student Health Service is located just south of Cary Field and is open 24-hours-a-day for routine and emergency care. Doctors' hours are 9-12 and 2-5, Monday-Friday, and 10-11 on Saturday. In addition, doctors are on emergency call each night the Health Center is in operation. During holiday recesses, the Student Health Service is closed.

Medical services and consultations are provided for all full-time students and for those graduate students who are carrying less than nine credit hours but who are certified by the Dean of their respective school to be doing the equivalent of "full-time work", provided they have (1) paid the Student Health Services fee at whatever level is set for the particular semester involved and (2) have filed with the Director of Student Health a completed physical and history form concerning their present health status and past health history.

The Student Health Service provides a variety of services to students, most of which are covered by the Student Health Fee, a portion of the Tuition and General Fee. There is complete confidentiality in the care of patients, in all matters regarding their health, between the Student Health Physicians and the students themselves. (See Student Health Service Brochure.)

The Student Health Service telephone numbers are *ext. 386 and 229-2793*. If at all possible when coming to the Center *after* midnight, it is requested that the student or someone aiding the student call the Student Health Center *first* to alert the staff to expect a patient.

During the times that the Student Health Center is closed, the nearest health facility is the Emergency Room of the Williamsburg Community Hospital on Mount Vernon Avenue. The student may also elect to see a local private physician of personal choice, but it is to be emphasized that *either of these options is exercised at the student's expense*.

Williamsburg Community Hospital

For services not available on campus, the Student Health Center may occasionally refer you to the Williamsburg Community Hospital which is located on Mount Vernon Avenue behind the Monticello Shopping Center. At such times, you will be apprised of any additional costs you may incur. You may also wish to use the Emergency Room of Community Hospital when the Student Health Center is closed or in unusual situations. Whenever possible, contact the Student Health Center when seeking aid from Community Hospital. Hospital telephone: 229-1120.

Williamsburg Fire Department Emergency Medical Services

The Williamsburg "Rescue Squad," located on Francis Street adjacent to the Post Office, offers its services to students in emergency situations not handled at the Student Health Center (i.e., situations requiring immediate X-rays, surgery, blood transfusions, etc.). Whenever possible, contact the Student Health Center when seeking aid from the Rescue Squad. Telephone: 229-1313.

Williamsburg Health Department

The Public Health Department, lo-

cated at 315 Monticello Avenue behind the Monticello Shopping Center, administers a series of routine and special health services and tests. Because the services of the Department are primarily for indigent members of the community, and since the Student Health Center serves the College, students are generally not able to use Health Department facilities. However, the Student Health Center will make any necessary referrals, such as those related to immunizations required for passports. Telephone: 229-0050.

The Center For Psychological Services

125 Richmond Road

Phone ext. 231 or 388

Hours: 8:30 a.m.-12:00 noon,
1:00-5:00 p.m.

The Center for Psychological Services offers professional assistance to students through personal counseling, psychotherapy, and groups dealing with problems of social relationships and the understanding of one's self and others. The services are free of charge to students. Center staff members include male and female, full and part-time clinical psychologists; all are highly trained and widely experienced in dealing with the problems of college students. Staff members work with clients on an individual, couple, family or group basis depending on the needs of the individual client.

In order to insure confidentiality, no information concerning an individual's contact with the Center will be released without the written permission of the client. At no time do the results of counseling or psychotherapy become a part of the student's permanent college record, and reports are never submit-

ted to parents, college authorities, or potential employers unless requested in writing by the client.

In addition to testing which is sometimes part of the counseling process, the Center for Psychological Services serves as a regional testing center for certain nationally administered examinations. Among these are the Graduate Record Examinations, the Graduate School Foreign Language Test, the Law School Admission Test, and the Medical School Admission Test. The Center also administers the Miller Analogies Test throughout the year to students applying to graduate school. Application forms and additional information concerning these examinations may be obtained at the Center.

The Center for Psychological Services is not only for people with "problems" or people who cannot adjust to college life; the "normal" student and the highly successful student often find significant benefits in counseling as a means of increasing self-awareness, maximizing potentials, and helping make the college experience more productive and meaningful.

Tidewater Mental Health Clinic

The Tidewater Mental Health Clinic, located at 511 Prince George Street, offers a variety of services to the citizens of Williamsburg and the members of the College community. The services include: psychiatric evaluation, psychiatric and psychological counseling for individuals and groups, psychiatric testing where appropriate, mental health consultation for local agencies, after-care services for patients of the Eastern State Hospital. The services are provided at a minimal fee, depending upon the client's ability to pay. Hours for the Mental Health

Clinic are 8:30 a.m. - 5:00 p.m., Monday-Friday. For further information, call 229-4381.

Bacon Street

Bacon Street is a nonprofit organization whose goal is to rid the Williamsburg area of drug abuse. Though its first priority is to young people, its services are available to everyone. The Center regularly runs groups and conducts workshops in communications skills and personal growth and, through its frequent Community Awareness Sessions, it brings a variety of entertaining and educational programs to the Williamsburg area.

The *HOTLINE* at Bacon Street is open 24 hours/day, 7 days/week and offers emergency crisis intervention services, a broad referral service, and telephone counseling.

Bacon Street is located *on* Bacon Street, and someone is always there. Call *HOTLINE*: ext. 554 or 229-9897.

Affirmative Action Office

The College of William and Mary is subject to the requirement of Presidential Executive Order Number 11246 and the Commonwealth of Virginia's Governor Executive Order Number One. This program of federal and state regulation designed to insure equality of opportunity without reference to concerns of race, color, religion, sex, national origin, embodies two basic requirements. First, the College of William and Mary must insure the absence of discrimination in the formulation, statement, and application of all personnel policies and practices. Second, the College of William and Mary must undertake positive efforts designed to help eliminate various possible impediments to the full utili-

zation of women and members of minority groups within the faculty, staff, and student body, without necessary reference to whether such impediments are the product of discriminatory practice or intent.

The Affirmative Action Coordinator is Wesley C. Wilson who assumes a role of leadership in development, dissemination, implementation, and monitoring of the Affirmative Action program and is available to provide technical guidance and assistance in Affirmative Action and/or Equal Opportunity matters. The Affirmative Action Office is located in The Brafferton at extension 651.

The Office of Minority Student Affairs

The Office of Minority Student Affairs is active in the recruitment of minority students and assists them in their academic growth and social well-being. Information and assistance include counseling, financial aid, and input on the various resources available through the College and the community. For questions, comments, or just a friendly chat, see Leroy Moore, Director of Minority Student Affairs, on the second floor of James Blair Hall.

The Office of Career Counseling

In the Office of Career Counseling, you may discuss your personal career concerns, explore occupational opportunities, or work toward a career decision. Students may choose from a wide range of resources: a Career Information Library, vocational interest tests, career exploration groups, and, most often, individual career counseling.

Placement Services

The Office of Placement is operated

as a service to all students and alumni of the College of William and Mary. Among the services available through the Office are: career search assistance, employment interviews, reference room with employer and career search materials, and credential file maintenance and transmittal.

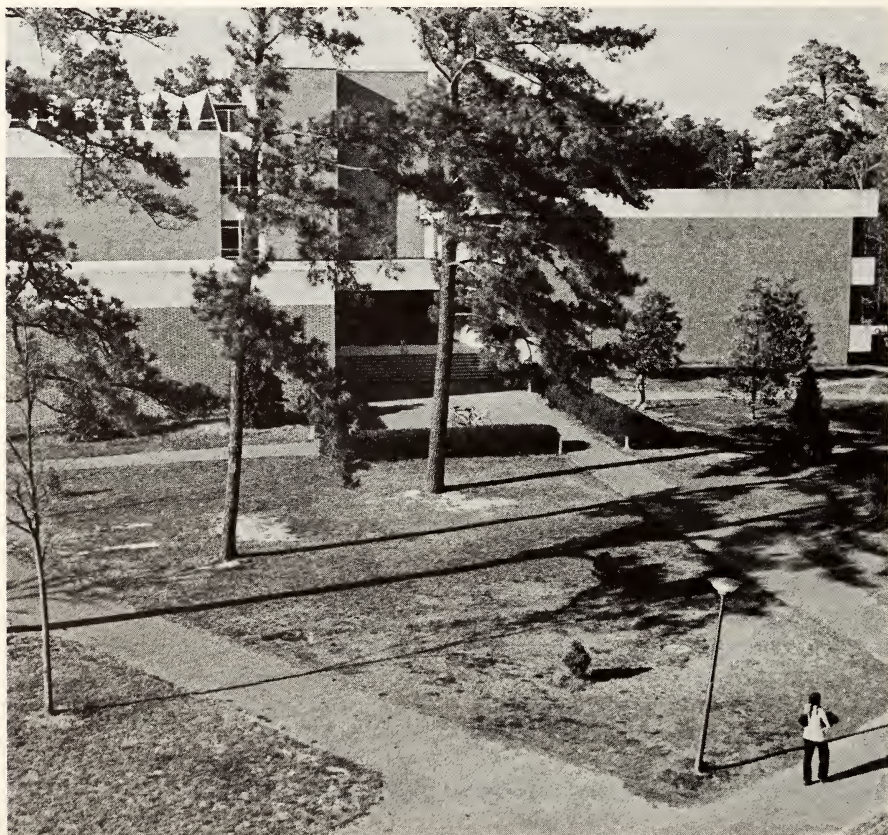
The Placement Office does not function as an "employment agency;" it does not guarantee placement or assume responsibility for locating jobs for students. Rather, its efforts are directed toward assistance to the student in all the activities that go into career planning and the occupational process. Ultimately, the student makes every decision and assumes complete

responsibility for securing employment.

The School of Education operates a placement and scholarship office to assist graduate and undergraduate students in securing positions in the field of education and to help them obtain scholarships that may be available.

An office of placement is located in the Marshall-Wythe School of Law to aid graduates of the School in securing career interviews with private law firms, and with business, industry, and government agencies.

For specific and additional information, you are encouraged to visit the Office of Placement.



CAMPUS FACILITIES

Campus Center

The Campus Center, located on Jamestown Road opposite the Brafferton, serves increasingly as the meeting place for students by offering a wide variety of both educational and recreational programs and services. Its facilities include an Information Desk where newspapers, cigarettes, and candy from "Ye Ole Sweet Shoppe" are sold. Tickets to most college functions other than athletic events, Theatre productions, and some concerts held at William and Mary Hall can be purchased from this desk. The Center also has a sizable lounge with daily papers and current periodicals for reading; a T.V. viewing room with a large color television equipped with cablevision offering 16 channels for your viewing enjoyment; a coin-operated Xerox machine where copies of the notes you missed from last week's class can be made for 5 cents a page; and public telephones for your local and long distance dialing convenience. Located in the Campus Center is a small cafeteria, "The Wigwam," operated by the College Food Service, offering breakfast, lunch, and dinner at very reasonable prices.

All major undergraduate student publication offices are located in the Campus Center; the *Colonial Echo* and the *William and Mary Review* share an office on the second floor and the *Flat Hat* is in the basement. In addition, the Student Association offices are in the Center.

Meeting space is available to organizations on a reservation basis with rooms ranging in size from small conference rooms for 10 people to the Ballroom seating 400. The Sit 'N Bull Room, a pub-style room, is used

frequently for receptions, luncheons, banquets, and coffee houses. The Theatre is equipped with a large movie screen on stage and a projection booth for movies, the "Flash Gordon" serials and "Road Runner" cartoons shown during exam periods being favorites. The Ballroom as well as the Theatre is used by many organizations for dances and concerts throughout the year.

The Information Desk has an extensive library of stereo albums from Bach to Alice Cooper which can be borrowed and used in the Music Listening Room on the second floor. The desk has billiard and ping pong equipment that may be checked out and used in the Game Room in the basement where there are 3 ping pong tables and 4 billiard tables. There is no charge for the use of the Game Room facilities. Playing cards and chess sets may also be signed out for use in the lounge. All services of the Campus Center are available to students, faculty, and administrative staff members and require a current I.D. card.

The Campus Center has a fully equipped dark room for use by students not connected with a publication. For information on use of this darkroom, inquire at the Main Desk. A Craft Center located in the basement offers to students, faculty, and staff a wide variety of crafts' equipment. While there is no charge for the use of the facilities, materials and supplies will be on sale there.

Sign-printing equipment is available to organizations that wish to have signs printed for any purpose. The only charge for this service is for the supplies. Typewriters (presently, one manual and one electric) are available for use by students in the Campus Center on a sign-up basis. Users must supply their own paper. Information

on typewriters is also available at the Main Desk. In addition, the Campus Center lends out pots, pans, punch bowls, coffee urns, and other kitchen utensils to College organizations. Contact Ken Smith for details.

The Campus Center is the site for many art exhibits, pottery displays and sales, and craft festivals. Just prior to Christmas Recess each year, the Campus Center in connection with the Student Association sponsors the "Festival of the Arts" where students, faculty and staff members exhibit and sell any handcrafted items they have made. This is a great way to pick up some really unique and inexpensive Christmas gifts.

The Campus Center is open Sunday through Thursday from 7 a.m. to 11 p.m. and from 7 a.m. to midnight on Fridays and Saturdays. The Wigwam is open each day from 7 a.m. to 6 p.m.

Take full advantage of the facilities and services of the Campus Center. It's there for your use.

The Graduate Student Center

The Graduate Student Center, located at 199 Armistead Avenue, provides a meeting place for all graduate students of the College and houses the graduate student organization offices. It is open 9 a.m. to 9 p.m., Monday through Saturday, from noon until 9:00 p.m. on Sunday, and at other times by request. It may be reserved for social or business meetings by applying at the Center or by calling ext. 691. Kitchen facilities are available. The Center is administered by a committee of the presidents of the several graduate associations.

The Commons

The Commons is the student cafeteria located next to William and Mary Hall. While all freshman resident students are required to board at the

Commons, upperclass and graduate students may choose to do likewise or to participate in special meal plans, details of which may be obtained by calling the Food Service Office, 229-2010. Meal tickets are distributed during registration for classes. If you lose your ticket, contact the Commons' office located behind the dining area; if you fail to get a meal ticket at registration or if you decide to purchase a ticket after registration, you may obtain one at the Commons' office.

Hoi Polloi

The Hoi Polloi, better known as the Pub, is located behind the Campus Center in old Trinkle Hall. The Pub provides low-cost student entertainment, beer, food, and company. Pub managers are graduate students at the College.

The Pub features dance bands several nights/week, in addition to folk and bluegrass entertainers. For further information, call the S.A. office (ext. 350) or the Pub (229-9585).

NOTE: Only people related to the College or their guests may use Pub facilities. Always carry your College I.D. for admission purposes.

If an organization's members wish to use a room in the Pub for a private party, a class, or whatever, contact Ken Smith, ext. 557.

College Bookstore

The College Bookstore sells all required texts, notebooks, pencils, paper, work supplies. It also has a fair selection of other books of all types, and such other items as sweatshirts, William and Mary mugs, glasses. The Bookstore is in charge of ordering class rings and disseminating graduation invitations and tickets. Special book orders may also be placed at your request.

The Bookstore has a "returns" policy which allows students to turn in unused textbooks. Additionally, at the end of each year, a buyer at the Bookstore will purchase used books from students for a portion of their original price. Specific details may be obtained at the Bookstore.

The Earl Gregg Swem Library

The information here is partial and is intended merely to acquaint the student with the facilities of the Earl Gregg Swem Library. For more complete details, consult the *Guide to the Earl Gregg Swem Library* (copies available at the Library's circulation desk) or ask for an orientation tour of the Library.

The Library contains approximately 650,000 cataloged volumes and more than 1,000,000 manuscripts, prints, maps, and micro-form pieces. Its collection of tapes, recordings, films, filmstrips, and slides number more than 10,000. In addition, the Library staff members are all trained to help you in locating and using these resources.

The main departments of the Library are the Reference, Periodicals, Documents, and Circulation (all located on the first floor); Acquisitions and Cataloging (first floor); and Audio-Visual and Special Collections (on the ground floor). The main card catalog, located on the first floor, serves as a basic index to the Library's collections. In addition, the reserve desk is located on the first floor.

Coin-operated photocopiers are located on the first and second floors and may be used for the duplication of both personal papers and library materials. The cost for this service is five cents per exposure.

Most undergraduate and graduate students have "regular" borrowing privileges. The basic loan period is 4 weeks, with an option to renew books once by mail or in person for a like period.

Some students (those involved in lengthy research projects) are entitled to "special" borrowing privileges, allowing them to secure books for longer periods. For details, consult Circulation Department staff members.

Overdue fines for regular borrowers are 5 cents/day; special borrowers, 10 cents/day. Failure to pay fines may result in revocation of Library privileges and/or withholding of grades and transcripts. In addition, if your fines are not paid, you will not be allowed to register for the following semester or summer session.

NOTE: You will be required to show your student I.D. in order to borrow books. For your convenience, a copy of the Library's *hours* is reprinted:

Regular Sessions:

Monday - Friday

8 a.m. - 12 midnight

Saturday

9 a.m. - 6 p.m.

Sunday

1 p.m. - 12 midnight

Summer Session:

Monday - Thursday

8 a.m. - 10 p.m.

Friday, Saturday

8 a.m. - 5 p.m.

Sunday

1 p.m. - 10 p.m.

The Circulation Desk closes 30 minutes prior to the Library's closing.

SPECIAL COLLECTIONS HOURS

Mon.-Fri., 8 a.m.-5 p.m.

Sat., 9 a.m.-1 p.m.

LISTENING ROOM

Mon.-Fri., 8 a.m.-5 p.m.

Mon.-Th., 7 p.m.-10 p.m.

Sat., 1 p.m.-4 p.m.

VACATION AND INTERIM PERIODS

Mon.-Fri., 8 a.m.-5 p.m.

Sat., 9 a.m.-6 p.m.

Sun., 1 p.m.-5 p.m.

DUPLICATING ROOM

Mon.-Fri., 8 a.m.-5 p.m.

Departmental Libraries

The Law School and School of Business Administration libraries are operated autonomously from Swem. On the undergraduate level, however, the following departmental libraries are owned by Swem and, consequently, are recognized as official departmental libraries:

Biology, Millington Hall, rm. 112

Chemistry, Rogers Hall, rm. 204

Geology, Small Hall, rm. 241

Mathematics, Jones Hall, rm. 116

Physics, Small Hall, rm. 123

In addition, several departments maintain libraries for the use of students taking courses in their departments:

Anthropology, Washington Hall, rm. 114

Economics, Morton Hall, rm. 137

English, Wren 313 (Periodicals),

Wren Building (Books)

Government, Morton Hall, rm. 37

Military Science, Blow Gym, rm. 5

Philosophy, Jones Hall, rm. 208

Psychology, Millington Hall, rm. 230

Religion, Morton Hall, rm. 237

Sociology, Morton Hall, rm. 237

In addition, several local churches have rooms designated as study areas for students. Consult CaMU for further details.

William and Mary Hall

William and Mary Hall, the large gymnasium and convocation center located next to the Commons on the new campus, serves a variety of purposes and functions. The major ones include those related to use of Hall facilities for/by the Department of Physical Education for Men, the Athletic Association, and the Athletic Educational Foundation; convocations and other large assemblages of students and other groups; special programs; and regular events, such as athletic contests and the S.A. film series. For information on obtaining use of William and Mary Hall, see the section entitled *Scheduling Rooms*.

Recreational Facilities

The College has numerous recreational facilities that students are encouraged to use as often as time allows. Blow Gymnasium is open for informal recreation on a regular basis and has an equipment check-out system. The Gym has two basketball courts, a swimming pool, two handball courts, volleyball courts, showers, lockers, and horseshoe pits. Adair Gymnasium is open for women students' informal recreation, offering facilities for fencing, badminton, volleyball, and basketball. Men's and women's recreational swimming is available at Adair Pool in the afternoons and on weekends. Adjoining Adair Gym are the College tennis courts, equipped with lights for night playing and operating on a first-come, first-served basis, except at times when the courts are reserved for intramural and intercollegiate activities.

William and Mary Hall, in addition to the main floor which is used for intercollegiate athletic events, has two auxiliary gymnasiums, a gymnastics

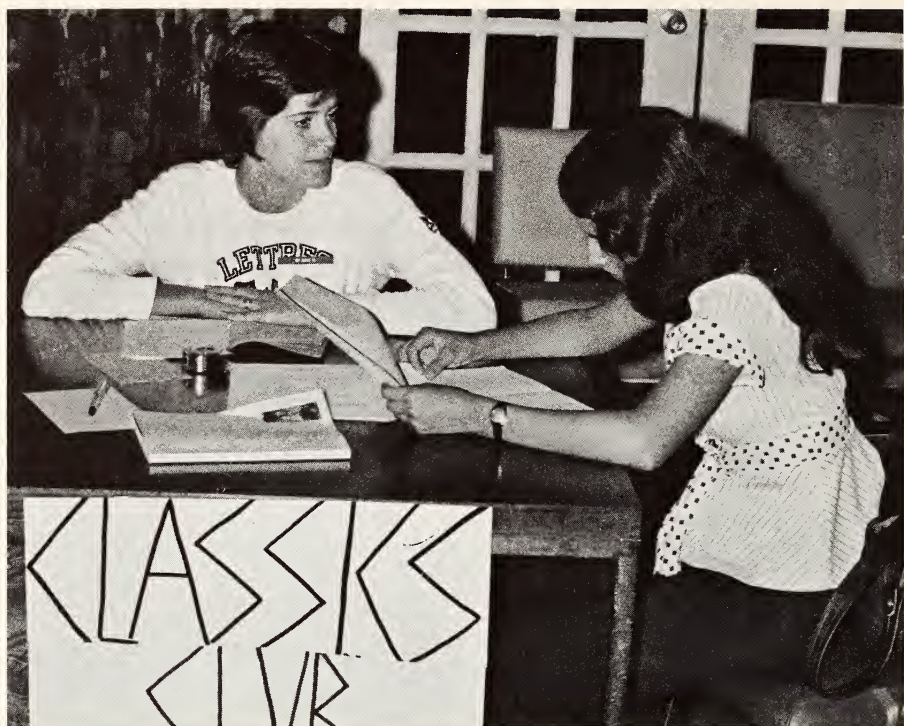
room, a wrestling room, and weight room.

Hours for operation of gyms, pools, and tennis courts' lights are posted in the respective buildings.

Lake Matoaka, a recreational area

of the College, is the site of the amphitheatre for the "*Common Glory*" and has facilities for group picnics. Requests for the use of the Lake Matoaka shelter should be made to the Office of Student Activities.





STUDENT GOVERNMENT ASSOCIATIONS

Student Association

Student government at William and Mary is officially vested in the Student Association. The S.A. researches and seeks to implement changes in academic and general educational policy while offering services to improve undergraduate life. The executive branch consists of the S.A. officers and administrative assistants to the President; the legislative branch, the Senate; and the judicial branch, the Honor Council. The Interhall Council is its inter-residence hall body. While there are clear divisions between the various branches of the S.A., the efforts in the realm of student government are cooperative. The executive branch works closely with the Senate and Interhall in establishing goals and priorities within both bodies.

The Senate is representative of the resident and non-resident students on the basis of population and functions as the main legislative body of the S.A. on any policy affecting undergraduates. Basic research and formulation of proposals are done by the various permanent and ad hoc committees. Legislation is then presented for discussion to the entire body at its weekly meetings. The Senate is chaired by its Speaker.

The Interhall Council is comprised of the heads of the respective residence halls and is chaired by the S.A. Vice President for Interhall. The Council coordinates and encourages residence hall programming in addition to initiating programs beyond the scope of individual residence halls. It provides for the implementation and administration of residence hall self-determination; supervises appeals in-

volving a) assessment of room damage charges, and b) violations of the *Residence Hall Contract* by either the College Administration or the College student; and works to improve the quality of residence halls. Disbursal of monies from the Room Damage Deposit interest fund is largely handled by Interhall.

The Student Association maintains open communications with the Board of Visitors via the Student Association liaison to the Board, the Board of Student Affairs, the several faculties, and the administration. In addition, membership in the National Student Lobby gives the organization a state and national orientation.

The Student Association seeks actively to supplement the academic atmosphere with intellectual, cultural, and social activities. Among the activities coordinated by the Vice President for Student Services are the Free University, film series, Food Co-op, refrigerator rentals, and book fairs. The Vice President for Social and Cultural Events presents informational programs, a speakers' series, arts and crafts festivals, and dances. The S.A. *Ombudsman* is a public servant whose sole function is to solicit and follow up all complaints students may have. Never hesitate to call the *OMBUDSMAN*, ext. 350.

Though the number of officers and senators is limited, the real members of the Student Association are all the undergraduate students of the College. The various representatives are simply that: *representatives*. Their effectiveness depends on your interest. All meetings are open. If you would like to work in the organization and/or you want it to work for you, call ext. 350 or 394 or stop by the office in the basement of the Campus Center any weekday afternoon.

Class Government

The senior year is the only time during which class government exists. The Senior Class publishes the *Green and Gold* for incoming students and sponsors a monthly newsletter to classmates announcing social events, class services, and information from College offices which pertains to them as Seniors.

The organizational structure of the class consists of a class president, vice president, and secretary-treasurer, in addition to an extensive volunteer committee system, open to all interested seniors. Along with initiating programs of their own choosing, the class largely sponsors and coordinates the student body's role in Homecoming, Midwinters, and Graduation. For information and ideas, contact the S.A. Office, ext. 350.

The Board of Student Affairs

The Board of Student Affairs consists of representatives of the student body, faculty, and administration. The 23-member body has full power to investigate any area of the College pertaining to student concerns and presents its opinions in the form of recommendations to the appropriate authorities. Through many committees and sub-committees, students are able to work and express their views on a wide variety of issues from grade review procedures to the environment. The Board also has final authority over the allocation of the Student Activities Fee. Elections to the Board are held each spring. For information on the activities of the Board or the deadline for candidacy filing for B.S.A. positions, call the Student Association Office at ext. 350. All interested students are encouraged to attend the B.S.A. meetings.

Honor Council (Undergraduate)

See Section on *Honor Code*.

HONORARIES

Honor Societies

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership. *Phi Beta Kappa Society*, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership senior students up to 10 percent of the total number in the class each year. Selection is based largely on scholarship and department recommendation.

Omicron Delta Kappa is an honorary fraternity comprised of junior and senior students selected on the basis of scholarship, service, leadership, and character in the various areas of college life.

Mortar Board is an honorary society whose members are elected in their junior year on the basis of service, scholarship, and leadership.

Two national honor societies, Phi Eta Sigma for men and Alpha Lambda Delta for women, annually select for membership those freshmen who have attained academic distinction.

The F.H.C. Society, believed to be the first college fraternal organization in the United States, was founded at the College in 1750, and, as an active force on campus, influenced the founding of two later fraternities, the P.D.A. Society and Phi Beta Kappa. The Society, which counted Thomas Jefferson among its members, is dedicated to the preservation and continuation of the traditions of the College.

Many professional honor societies exist on campus whereby recognition is made of students with scholastic proficiency or leadership in specific

areas:

Alpha Kappa Delta (Sociology)
Beta Gamma Sigma (Business)
Delta Omicron (Music)
Delta Phi Alpha (German)
Delta Sigma Rho-Tau Kappa Alpha
(Forensic)
Kappa Delta Pi (Education)
Omicron Delta Epsilon (Economics)
Phi Delta Kappa (Education)
Phi Mu Alpha (Music)
Phi Sigma (Biology)
Pi Delta Phi (French)
Sigma Delta Pi (Spanish)
Sigma Delta Psi (Physical Education)
Sigma Gamma Epsilon (Geology)
Sigma Pi Sigma (Physics)
Society of Collegiate Journalists
(Journalism)
Society of Scabbard and Blade
(Military)

President's Aides

President's Aides, a group of 10-15 students selected annually, serve as student advisors to the President. Meeting with him on a monthly basis, they discuss matters of concern to the College, advising the President of desirable and/or feasible courses of action. In addition, the Aides serve as student members of the official party at College Convocations and any other special functions the President so designates.

GRADUATE ASSOCIATIONS

Graduate students participate in the governance of the College through Graduate Student Associations and the Board of Student Affairs. The constitutions of the several graduate student associations may be obtained from the office of the Graduate Dean of Arts and Sciences or the offices of the Deans of the Schools.

Graduate Student Association

The Graduate Student Association includes as members all graduate and unclassified (post-baccalaureate) students studying under the Faculty of Arts and Sciences and the School of Marine Science. Its purposes are to foster social and intellectual interaction among the graduate students at William and Mary, to advance the interests of graduate students at the College, to assist in governing matters of discipline and honor violations within the graduate school, and to provide a forum for the dissemination of ideas of interest to the academic community and the surrounding town. The Council of the G.S.A. consists of one representative from each of the departments or graduate programs under the Faculty of Arts and Sciences and the School of Marine Science, elected no later than the fourth week of classes in the fall semester. The Council elects its own officers and representatives to the B.S.A.

Master of Business Administration Association

The M.B.A.A. is a governing organization comprised of graduate students, faculty, administration and alumni associated with the Graduate Business Program. The M.B.A.A. serves and promotes without profit the School of Business Administration of the College of William and Mary in Virginia through various programs and projects. The M.B.A.A. operates a placement service for students in the Business Program and plans and carries out an orientation program for new students. Those interested should contact the M.B.A.A. Office at ext. 543.

School of Education Graduate Student Association

The School of Education Graduate

Student Association provides for a sharing of information regarding different programs in the School of Education and in other elements of the College; promotes better communications among the administration, the faculty, and the graduate students of the School of Education; represents the graduate students of the School of Education at official functions and on committees of the College of William and Mary; assists graduate students with such matters as research aids, reserve materials, and copying services; provides for graduate student participation in the evaluation of instruction in the School of Education; provides for a sharing of ideas among scholars of various fields; and promotes social activities for its members. All graduate students in the School of Education who have been admitted to

a program and/or are enrolled in one or more classes are eligible for membership. For further information, call ext. 300.

Marshall-Wythe School of Law Student Bar Association

The Student Bar Association is the organ of student government for the Law School. Its membership consists of the entire student body of the Law School. The Student Bar Association promotes law-related extracurricular activities, sponsors social events, brings speakers to campus, and provides numerous services, not only to the Law School, but to the entire College community. It coordinates and finances activities of most of the various student organizations of the Law School.

CAMPUS ORGANIZATIONS

Ken Smith, Associate Dean of Students for Activities and Organizations, has his office on the first floor of the Campus Center and, in addition to keeping the College calendar of events, advises student activities and campus organizations. Any questions concerning campus organizations should be directed to this office (ext. 557), and any campus event should be put on the activities' calendar for the benefit of the campus.

Below are listed the William and Mary campus organizations. For information on these or other organizations not listed, contact the Office of Student Activities.

American Field Service Returnees Club

The A.F.S. Returnees Club is an organization of William and Mary students who, during their secondary school days, spent time abroad under the American Field Service program. The Club works to help the local A.F.S. Chapter in its activities by raising money to help send Williamsburg students abroad and to bring foreign students here; in addition, it sponsors many activities for foreign students in the local community.

Association for Computing Machinery

ACM is an organization operated exclusively for educational and scientific purposes to promote an increased knowledge of the science, design, development, construction, languages, and applications of modern computing machinery. Membership is open to all students interested in ACM who are members of the William and Mary community.

Atlantis Diving Club

This organization strives to promote the sport of skin diving and scuba diving through aquatic activities and instructional programs. It works with the College and local community by assisting the rescue services with rescue and salvage operations as well as pool cleaning and repairs. Membership is open to any full-time student at the College.

Black Student Organization

The BSO was created out of the realization that William and Mary must be more relevant to the needs of the Black Student. With efforts to promote Black Thought and Black Awareness in the College Community, the BSO has become a viable means of Black Unity on campus. It serves as an academic, cultural, and social organization, providing programs and services for the College and Williamsburg communities.

Black Culture Series, presented annually in February, has played an important role in acquainting the community with the Black Experience by presenting programs with Black artists, speakers, and various art forms.

The organization is presently housed in the basement of Thieme's for its meetings and activities. While its primary existence is for the Black students, the BSO is open to everyone.

Botetourt Bibliographical Society

This society is a group of students, faculty, librarians, and townspeople interested in all aspects of THE BOOK. Sponsoring several meetings each semester, members discuss topics as diverse as the forging of medieval manuscripts, graphic satire, and the chemical composition of paper. The society has access to hand-operated

printing presses which student members are encouraged to use for worthy projects. Contact Professor Robert Maccubbin, ext. 439, for more information.

Bridge Club

The William and Mary Bridge Club provides students with the opportunity to learn and to enjoy the game of bridge with other members of the College community. Weekly meetings at the Campus Center serve as the focal point of the club. The Bridge Club is open to all bridge enthusiasts.

Campus Girl Scouts

Campus Girl Scouts is open to all campus women regardless of previous scouting experience. The objectives of the organization are to provide campus women with a means of identifying with the Girl Scout movement and to offer opportunities for fellowship and leadership with Girl Scouting in the College community.

Cheerleaders

The William and Mary Cheerleaders are a familiar sight at all football games, basketball games, and parades. Composed of two squads, the varsity is for men and women in the sophomore, junior and senior classes, and the junior varsity is for men and women in all the classes including freshmen. Tryouts are held for the varsity each spring and for the junior varsity each fall. For information, contact Mr. Ben Cato, ext. 481.

Intercollegiate Debate Council

The Intercollegiate Debate Council is an organization which helps train students in the theory and use of argument through participation in competitive debate. Any student interested in debate is eligible to join and should contact Professor Patrick

Micken, ext. 274.

Teams from the Council annually attend thirty intercollegiate debate tournaments throughout the nation, including competition for the state and national championships. In addition, the Council endeavors to sponsor programs of interest to both the College and civic community, including the annual Marshall-Wythe Debate Tournament which is one of the 10 top qualifying debate tournaments for national competition.

International Circle

All foreign students, current William and Mary students, faculty members and their spouses, and administrators are encouraged to join and participate in the activities of the International Circle. With the belief that it is the responsibility of every well educated person to understand people of various cultural and linguistic backgrounds, this organization strives to facilitate the development of deeper relations between the College community, academic communities in foreign lands, and foreign students in residence. The International Circle occupies a cottage on South Boundary Street at the rear of the Campus Center.

Karate Club

The William and Mary Karate Club, open to all men and women students at the College, strives to promote interest and instruct students in the art of karate. The club, through its tournaments, donates its proceeds for scholarships to the Williamsburg Area Day Care Center, the Williamsburg Fire Department Emergency Medical Services (the Rescue Squad), the American Red Cross, and other needy organizations.

Lyon G. Tyler Historical Society

The Lyon G. Tyler Historical Society was founded in 1966 on the premise that there should exist on campus a society to promote a more active interest in history and to provide a suitable forum for historical discussion and debate. All students with an interest in history are urged to join.

Recent activities of the Society have been lectures by Austrian and Turkish government officials, discussions with a researcher for the CIA, tours of the Kingsmill and Flowerdew archeological sites, and tours of the crypts beneath the Wren Building.

Majorettes

The William and Mary majorettes are a precision team of twirlers who perform with the William and Mary Band in parades and at football games. Tryouts and selections are held in the spring and during the first week of the fall semester. Contact Mr. Charles Varner, ext. 375, for information.

Mermettes

The purpose of the Mermettes Club is to promote interest in creative aquatics and to provide an opportunity for students to further their technical skills and creative talents in swimming. Mermettes present an annual creative aquatics performance and, in addition, selected members participate in state, regional, and national symposia and festivals. For information on the selection process for Mermettes, contact the Women's Department of Physical Education.

Orchesis

The objective of Orchesis is to provide interested students, both men and women, the opportunity to choreograph and perform in dances for two

concerts presented annually. Orchesis also seeks to stimulate interest in modern dance as an art form in the College and community at large through its programs which are open to the public without charge. The group participates annually in the Virginia College Dance Festival and hosts for its members at least one workshop session by a guest artist. Members are chosen by audition in the fall. Interested persons should contact Ms. Carol Sherman or Ms. Shirley Roby at ext. 360.

Outing Club

An organization formed for the purpose of providing an outlet for learning about and enjoying various types of outdoor recreation, the club is composed of several divisions including such activities as backpacking, caving and climbing, canoeing, and cycling. Divisions in sailing and hang-gliding may be started if interest warrants their formation. Under the auspices of the Outing Club, many weekend trips are organized and special programs with movies are offered to help an interested person learn more about a specific outdoor activity.

Political Organizations:

College Republicans

Young Democrats

Young Americans for Freedom

If you find yourself to be politically motivated and wish to become involved in local, statewide, and national politics, there is an organization at William and Mary for you. The College Republicans, the Young Americans for Freedom, and the Young Democrats are active participants in all areas of political activity in and around the College community. Their services and projects serve to

inform the members of the College community of major issues and concerns. Throughout the school year, many well-known speakers appear under the auspices of these organizations.

Queen's Guard Association

Formed originally as a formal part of the R.O.T.C. program, the Queen's Guard Association is now an extracurricular organization. The Guard, a precision drill team, participates in Homecoming activities and football games, represents the College in some parades throughout the country, and performs for the student body at various times throughout the year in the Wren Yard.

Religious Organizations

Student organizations representing many denominations are present at William and Mary. Most of these are sponsored by local churches and are provided special facilities through them. In addition, an organization of Campus Ministries from the various local churches is very active in ecumenical work on campus. CaMU (Campus Ministries United) has established a resource and coordinating center to provide information for the College community regarding denominational activities, to serve as a clearinghouse for the best use of facilities and resources of the supporting denominations, and to act as a harmonizing agent for some of the helping services. It is the desire of CaMU to maintain and support the already established denominational groups and churches seeking to provide a ministry to the College community and to increase the effectiveness of the Church's mission through a cooperative ministry. CaMU is located at the Wesley Foundation, 526 James-

town Road (across from Phi Beta Kappa Memorial Hall). Telephone: 229-9811.

Weekly Mass is conducted in the Wren Chapel by the local Catholic Church for members of the College community. The Episcopal Church holds Holy Communion Service in the Wren Chapel each week for students. For times of the services in the Wren Chapel, contact Ken Smith at ext. 557, or check the schedule of events in the *William and Mary News*.

Various nondenominational organizations, such as the William and Mary Christian Fellowship and the Fellowship of Christian Athletes, meet regularly in the Campus Center.

The following religious organizations are represented on the William and Mary campus:

- Baha'i Fireside Association
- Balfour-Hillel
- Baptist Student Union
- Canterbury Association
- Catholic Student Association
- Christian Science Organization
- Lutheran Students' Association
- Wesley Foundation
- Westminster Fellowship
- Young Life Leadership

For times and location of these organizations' meetings, contact Ken Smith or the calendar of events in the *William and Mary News*.

Local churches encourage students to attend regular worship services and to participate in special activities of the church. For your information, the location of the local churches (i.e., those within reasonable walking or biking distance) is provided:

Baptist

First Baptist Church

727 Scotland Street

Sunday: 9:00, 11:00 a.m.

Walnut Hills Baptist Church

Jamestown Road

Sunday: 11:00 a.m., 7:30 p.m.

Williamsburg Baptist Church

227 Richmond Road

Sunday: 11:00 a.m.

Catholic

St. Bede's Catholic Church

Richmond Road

Saturday: 5:30, 7:00 p.m.

Sunday: 7:30, 8:00, 9:00, 10:30 a.m.,
12 noon, 5:00 p.m. (Catholic

Student Association Mass in the
Parish Center)

Christian Science

First Church of Christ Scientists

620 Jamestown Road

Sunday: 11:00 a.m.

Church of Christ

Williamsburg Christian Church

200 John Tyler Highway

(not in walking distance)

Sunday: 11:00 a.m., 7:30 p.m.

Williamsburg Church of Christ

227 Merrimac Trail

(not in walking distance)

Sunday: 11:00 a.m., 6:30 p.m.

Church of the Nazarene

Church of the Nazarene

209 Long Hill Road

(not in walking distance)

Sunday: 11:00 a.m., 6:30 p.m.

Episcopal

Bruton Parish Church

Duke of Gloucester Street

Sunday: 8:00, 9:30, 11:00 a.m.
5:30 p.m. (Evensong)

St. Martin's Episcopal Church

1333 Jamestown Road

Sunday: 10:00 a.m.

Jewish

Temple Beth El of Williamsburg

600 Jamestown Road

Friday: 7:30 p.m.

Lutheran

St. Stephen's Lutheran Church

612 Jamestown Road

Sunday: 8:30, 11:00 a.m.

Methodist

Williamsburg United Methodist Church

514 Jamestown Road

Sunday: 8:30, 11:00 a.m.

Presbyterian

Trinity Presbyterian Church

200 Hubbard Lane

(not in walking distance)

Sunday: 11:00 a.m.

Westminster Chapel

(Orthodox Presbyterian Church)

526 Jamestown Road

(Wesley Foundation)

Sunday: 9:15 a.m., 7:30 p.m.

Williamsburg Presbyterian Church

215 Richmond Road

Sunday: 8:00, 9:30, 11:00 a.m.

Unitarian

Unitarian Fellowship

526 Jamestown Road

(Wesley Foundation)

Sunday: 11:00 a.m.

Science Fiction Club

The Science Fiction Club is an organization dedicated to the promotion of Science Fiction and Fantasy on campus. Intended to be a communications' network and clearinghouse for information, discussion, and materials, the club maintains a library of relevant literature. All science fiction enthusiasts are encouraged to join.

Service Organizations

Collegiate Civitan: This affiliate of Civitan International was organized to improve the campus and community through service projects and campaigns. These efforts have included recreation and rehabilitation programs for emotionally disturbed children at

Eastern State Hospital and local teenagers on probation. Civitans have helped other campus organizations with their programs, held fund-raising events for charity, and collected clothing for the needy at Christmas. Membership is open to all students.

Circle K: Open to all students, Circle K is an affiliate of Kiwanis International and has made outstanding contributions to the community by utilizing large numbers of students. Circle K operates a variety of service projects for the disadvantaged residents of James City County. Preschool and tutoring operate in the Chickahominy community on weekend afternoons, while Saturday morning tutoring and Saturday afternoon recreation serve elementary school children of Chickahominy and Mooretown. In addition, students provide transportation and parties for senior citizens throughout the week. Call Circle K at ext. 578 or 229-4757.

Williamsburg Area Tutorial Service: W.A.T.S. is a pre-school program for children in the Williamsburg area which operates entirely through volunteers from the College community. Located at 204 South Boundary Street, the W.A.T.S. program provides educational and recreational activities for its participants every afternoon, Monday through Friday. W.A.T.S. provides excellent experience for all students interested in teaching professions or for those who simply enjoy being with young children.

Note: In addition, please refer to *Help Unlimited* in the section on "Activities."

Student's International Meditation Society

The Student's International Meditation Society offers lectures on a regular basis to all interested students on transcendental meditation as taught by the Maharishi Mahesh Yogi. All lectures are free and open to the public.

United Skiers of Virginia

The United Skiers of Virginia acts as the ski club for the College and is an association of college skiers and ski clubs throughout the state. United Skiers sponsors one-day ski trips through the winter and a five-day ski vacation to New England during the January break as well as weekend ski trips during February and March. In addition, the club plans a week-long trip to New England and to the Rocky Mountains over Spring Break. The officers offer low-cost lesson plans for new skiers and encourage all students to try skiing. You may receive more information about how to become involved with United Skiers by calling Extension 557 or 613.

William and Mary Amateur Radio Club

The Amateur Radio Club provides for the exchange of ideas concerning amateur radio and the hobby of radio in general. Various group activities and a licensed club station give members an opportunity to participate in informal radio communications in the event of an emergency. Membership is open to students interested in radio and electronics and to all licensed amateur radio operators.

William and Mary Chess Club

The William and Mary Chess Club provides the focal point for organized participation in chess on campus.

Numerous tournaments are held throughout the year in addition to the weekly meetings of the group. The Chess Club is open to all students interested in the game of chess.

William and Mary Sport Parachute Club

The Sport Parachute Club, open to all men and women students of the College, has as its objectives the furthering of competitive sport relationships with organizations within and without collegiate sport parachuting; the promotion of greater interest in sport parachuting and the diffusion of knowledge concerning this sport; the provision of an opportunity for students to gain experience and find recreation in sport parachuting.

Women's Equality

Women's Equality is a campus organization dedicated to the goal of furthering the cause of equality for women in every area of life. W.E. meets approximately once each month, presenting special programs related to women and the problems resulting from discrimination in society along with recommendations for solving these problems. In addition, the group sponsors projects throughout the year, designed to educate the College community in the history, current status, and aspirations of women. W.E. also presents several consciousness-raising sessions each year. Women's Equality is an equal opportunity person-accepter, open to all without regard to sex. For information, call ext. 557.

DEPARTMENTAL ORGANIZATIONS

In addition to the organizations mentioned above, many departments have departmental clubs and associations. Information about these organi-

zations may be obtained from the respective departmental offices. These organizations include:

Anthropology Club
Association of Religion
Concentrators
Biology Club
Chemistry Club
Classics Club
Economics Club
English Club
Philosophy Club
Physical Education Majors Club
Russian Club
Society for the Advancement of
Management
Society of Physics Students
Wayne F. Gibbs Accounting
Society

Furthermore, the Language Houses serve as forums of discussion and, in essence, fulfill the need for having French, German, Italian, and Spanish Clubs.

For information regarding any of the organizations mentioned in the organizations' section, see Ken Smith, Associate Dean of Students for Activities and Organizations, in the Campus Center or call ext. 557.

LAW SCHOOL ORGANIZATIONS

Law School Fraternities: Two professional legal fraternities have been established at the Law School: the George Wythe Chapter of Phi Alpha Delta and the Thomas Jefferson Inn of Phi Delta Phi. The primary functions of the legal fraternities are to bring student members into contact with practitioners, to complement the academic program with informal forums on subjects of professional interest, and to sponsor a variety of enjoyable social functions open to the entire Law School student body.

Black American Law Students Asso-

ciation: Balsa, sponsored by the SBA, assists Black law students in their adjustment to law school. Membership is open to all interested law students. These students participate actively in a minority recruitment program which extends to colleges throughout the area and sponsor forums and talks on many facets of minority problems and the law.

Mary and William Law Society: The Mary and William Law Society is the organization of women law students at Marshall-Wythe. The group concerns itself with the legal problems of women in general and the problems of women law students in particular. Membership is open to all law students and faculty.

Marshall-Wythe Law Wives Association: The Association is an organization to promote social and service activities for the students of the Law School, particularly the married students. Membership is made up of law student wives and women law students who desire to join. The Association assists the Law School in various social functions, sponsors monthly meetings for its members on various subjects of a cultural or professional nature, assists students in finding housing, and provides numerous services to the Law School and its students.

Environmental Law Group: Environmental law is one of the newest and fastest growing areas of legislative and judicial concern in this country. Marshall-Wythe's Environmental Law Group seeks to keep pace with this growth by assisting attorneys with research on the topic, by publishing and distributing a practitioner's guide to current Virginia and Federal envi-

ronmental regulations, and by annually sponsoring programs by numerous experts in the environmental law field. Any law student may join the group, which is partially funded and sponsored by the SBA.

International Law Society: The purpose of this organization is to further understanding of International Law and interest in the practice of law in areas related to international affairs and commerce. To this end, the International Law Society sponsors the Jessup International Moot Court Competition and a speakers' program in which leading authorities in the field present their views to the Society. In addition, the Society compiles a list of potential job opportunities in International Law. Membership is open to all law students and faculty.

Moot Court: Moot Court provides law students with an opportunity to research and present simulated appellate arguments upon current legal problems, often those currently under consideration by higher courts of the state and federal systems. Students receive academic credit for participation and compete to represent Marshall-Wythe in the National Moot Court Competition, which annually brings to campus a distinguished bench of federal judges. Moot Court is sponsored and partially funded by the Student Bar Association.

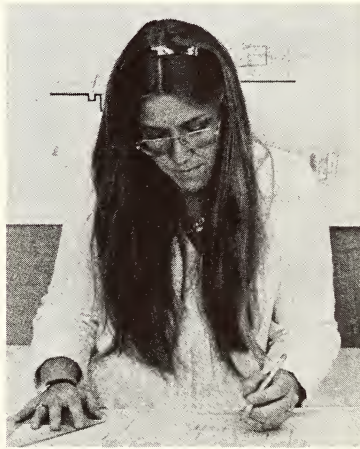
Jessup Moot Court: Unlike Moot Court which is restricted to questions of American Law, the Jessup Moot Court program concentrates on recreating the realm of the international legal system. By simulating practice before the International Court of Justice at the Hague, the competition allows the participants to gain invaluable know-

ledge of the intricate problems and procedures of that international legal forum. In the past, Marshall-Wythe Jessup teams have done well in demanding regional competition held annually in the Middle-Atlantic area. All law students are eligible to participate in the Jessup program which is supported by the SBA.

Post-Conviction Assistance Project:
The Post-Conviction Assistance Project is one of the legal aid programs offered by the Marshall-Wythe School of Law. Any law student may work as a volunteer; any second or third-year

law student may enroll for one hour of credit per semester for a specified amount of time spent working on the program.

There are two entirely separate and independent projects making up the P-CAP: assistance provided to inmates of state penal institutions in the eastern half of Virginia and the provision of assistance to eligible prisoners at the Federal Reformatory in Petersburg, Virginia, with civil and criminal legal problems and with issues affecting their confinement. Both programs operate under the supervision and with the assistance of a law professor who is a member of the Virginia Bar.



COLLEGE CALENDAR 1976-77

1976

First Semester

| | | |
|-------------------------|----------|---|
| August 29 - September 1 | | Orientation Period |
| | 1 | Registration of Graduate Students |
| | 2 | Registration of Freshmen and Other Entering Students |
| | 3 | Beginning of Classes: 8 a.m. |
| | 3 - 4 | Registration Validation |
| | 1 6 | Last Day for Changes in Registration: 5 p.m. |
| November | 2 4 | Beginning of Thanksgiving Holiday: 1 p.m. |
| | 2 9 | End of Thanksgiving Holiday: 8 a.m. |
| December | 8 | End of Classes: 5 p.m. |
| | 9 - 1 2 | Reading Period |
| | 13 - 2 1 | Examinations |

1977

Second Semester

| | | |
|----------|------------|--|
| January | 14 | Registration of New Students |
| | 17 | Beginning of Classes: 8 a.m. |
| | 17 - 18 | Registration Validation |
| | 28 | Last Day for Changes in Registration: 5 p.m. |
| February | 12 | Charter Day |
| March | 4 | Beginning of Spring Vacation: 5 p.m. |
| | 14 | End of Spring Vacation: 8 a.m. |
| April | 27 | End of Classes: 5 p.m. |
| | 28 - May 1 | Reading Period |
| May | 2 - 10 | Examinations |
| | 15 | Commencement Day |

STATEMENT OF RIGHTS AND RESPONSIBILITIES

The College community--faculty, students, and administration--in 1973 recommended to the Board of Visitors, and the Board adopted the following Statement of Rights and Responsibilities.

Statement of Rights and Responsibilities

The unique nature of the college community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups--students, faculty and administrators--are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all of the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent

responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to insure that in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a corresponding responsibility to insure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The following Statement of Rights and Responsibilities is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies and procedures of the College, except as otherwise prescribed by local, State or Federal law, shall be measured. No rule, regulation, policy or procedure which is incompatible with or which contradicts this document may be enacted and any such rules, regulations, policies or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this Statement of Rights and Responsibilities shall not affect the powers of the Board of Visitors as provided by law.

I.

The members of the College community, as individuals, shall enjoy all rights, privileges and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly and freedom from personal force and violence, threats of violence and personal abuse.

B. Each member of the College community has a right in his or her dealings with the institution and with members of the College community in the performance of their official duties to non-discriminatory treatment without regard to race, creed, sex, religion, national origin, or political belief.

C. Each member of the College community has the right to organize his or her own personal life and behavior insofar as it does not violate local, State or Federal law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:

1. Right to associate with any legally established group or to create such groups, professional or other, as serve legitimate interests.

- a. The membership, policies, and actions of an organization will be determined by vote of those who hold membership in said organization.

- b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.

- c. An organization will be officially recognized after its constitution and bylaws have been approved by the appropriate body as designated by the President or his delegated representative and when consistent with the Bylaws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.

- d. Officially recognized organizations, including those affiliated with an extramural organization, shall be open to all on a nondiscriminatory basis without regard to race, religion, creed, national origin, sex or political belief, provided, however, that to the extent permitted by law membership in honorary or social organizations may be restricted to members of the same sex and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.

2. Right to hold public meetings, to invite speakers to campus of his or her own choosing, to post notices and to engage in peaceful, orderly demonstrations within reasonably and impartially applied

rules designed by the President or his delegated representative to reflect the educational purposes of the College and to protect the safety of members of the College community and others. The College may establish rules, therefore, regulating time, place and manner of such activities and allocating the use of facilities but these regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate college authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority as designated by the President.

D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of

nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:

1. Right to have advance written notice of all institutional rules and regulations including the ranges of penalties for violation of such rules and regulations.

2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his or her choice, to present and cross-examine witnesses, to have written findings and to appeal to a higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to the health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College

authority as designated by the President.

E. Each member of the College community has a right to privacy in his or her dealings with the institution, including, without limitation:

1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety and proper maintenance of the College's buildings.

2. The right to expect that all records of his or her association with the institution are treated as confidential.

- a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution (other than that information which is a matter of public record) without the prior written consent of the individual concerned or under the compulsion of law. The institution does, however, reserve the right to announce the bestowal of honors on its members. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President or his delegated representative, and such others as are agreed to in writing by the individual concerned.

- b. Each member of the College community and the parents or legal guardian of minor members shall have the right to inspect the contents of his or her own records kept by the institution, other than confidential evaluations of a member's academic qualifications for admission submitted to the College at the request of the member and letters of recommendation written by members of the faculty or the administrative staff for the purpose of internal evaluation of a member for the award of honors, provided that such letters are not placed in the individual's permanent file, and may request the destruction of any information not relevant to a proper evaluation of his or her performance within the institution or unsupported allegations constituting hearsay. The questions of relevance and hearsay shall be determined by the President or his delegated representative. An individual shall also have the right to challenge the accuracy of any information contained in his or her records, in which case, the institution shall undertake to verify the accuracy of such information to the satisfaction of the individual concerned or make a permanent notation in the record that the accuracy of such information has been challenged by the individual concerned. Subsequent authorized disclosure of the

contents of the record shall indicate such challenge.

c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition.

d. To minimize the risk of improper disclosure from student records, the academic record shall be maintained separately from other necessary student records. Transcripts of academic records shall contain only information about academic performance and status. All withdrawals prior to graduation, whether voluntary or involuntary, shall be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his or her associates and refrain from using the institution as a sanctuary from the general law.

II.

Each member of the College community enjoys all rights of citizenship and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

A. Each member of the College community has a responsibility based upon the special mission of an institution of higher education to respect the rights of others to

function in an atmosphere where freedom to teach, to learn and to conduct research and publish findings are preserved and respected, an atmosphere which includes, without limitation, the following specific rights:

1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the statement of Academic Freedom and Tenure adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors and with the standards and procedures approved by the Board of Visitors and set forth in the Faculty Handbook.

2. Right of the instructor to determine the specific content of his or her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his or her area of competence or to divert significant time to materials extraneous to the subject of the course.

3. Right of the student to be evaluated entirely on the basis of academic performance and to freely discuss, inquire and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his or her professors provided, however,

that the student shall have means for redress against arbitrary, unreasonable or prejudicial standards or evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.

5. Right to privacy in offices, laboratories and dormitory rooms and in the keeping of personal papers and effects.

6. Right to hear and study unpopular and controversial views on intellectual and public issues.

7. Right of the student to expect that information about his or her views, beliefs and political associations which an instructor acquires in the course of his or her work as a teacher, advisor or counselor of the student be held in confidence to the extent permitted by law.

B. Since student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:

1. Right to be free from prior censorship or advance approval of copy.

2. Right to develop editorial policies and news' coverage.

3. Right to be protected from arbitrary punishment or suspension, or removal from his or her position because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension or removal. The academic status of a student editor or manager shall not be affected, provided, however, that he or she shall remain subject to the provisions of Article I, Sections C-3 and D-3.

4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of his or her associates.

III.

The College, through those who administer its affairs, has a special responsibility to insure that in pursuance of its functions, the rights of all members of the College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to insure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct in order to facilitate and safeguard the educational process and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others to the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.

B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his or her duties.

C. The College has the responsibility to insure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to insure this opportunity.

D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility:

1. To make, from time to time, a clear statement of its purpose and goals.

2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.

3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, section E, 2a, or by the advice of legal counsel in instances involving possible litigation.

E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including but not limited to* the following:

1. The College has a right to prohibit individuals and groups who are not members of the

College community from using its name, its finances or its physical facilities.

2. The College has the right to prohibit members of the College community from using its name, its finances or its physical facilities for activities not principally for the benefit of the College.

3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the responsibility to prohibit use of its name, its finances or office equipment for any political or other purpose.

IV.

This document shall be adopted and may be amended when:

A. Accepted by a majority vote of those students who vote in a referendum.

B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.

C. Accepted by a majority vote of the administration of the College who vote in a referendum.

D. Approved by the President of

the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

INTERPRETATION PROCEDURE

On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the "Statement of Rights and Responsibilities" and his memorandum of that date is an addendum to that Statement.

The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of implementation are the responsibility of various offices of the College "who administer its affairs." These offices, whose policies and practices have been brought into conformance with the *Statement*, "have a special responsibility to ensure that...the rights of all members of the College community are preserved."

There are, however, instances in which the *Statement* must undergo occasional interpretation in the process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an "appropriate College authority designated by him" to determine when an exception to a specific section of the *Statement* should be made. The *Statement* also

provides that members of the College community "should enjoy the same fundamental rights and privileges . . . except in those rare cases where . . . the rights or privileges. . . would be in conflict. . . with the goals and purposes of the College as an institution of higher education."

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who should interpret the *Statement* when there is a difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or "an appropriate College authority

designated by him."

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority will take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision.



STUDENT AFFAIRS

AUTHORITY AND AGENCIES

General Statement

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls, the environment necessary for the pursuit of scholarly activities, the protection of the rights of others, and the assurance of the opportunity for personal growth and development. In the formulation and administration of rules of conduct, students express their responsibility by participation in Student Government, in Residence Hall Councils, in the Discipline Committee, and in the Honor Council.

The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that, in addition to laws governing the conduct of all citizens, the Code of Virginia contains specific provisions relating to colleges and universities including those that prohibit hazing; malicious burning or destruction by explosives of any college building or any other malicious destruction of college property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

The College has established the

policy of self-determination for residence hall living (see page 57 for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an exercise in student responsibility, for one's self and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individual's prerogative of self-determination is always understood in the context of and circumscribed by the public laws governing all citizens and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

GENERAL POLICY

Violations of Local, State, or Federal Law

Violations of local, State, or Federal law also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, State, or Federal law will result in disciplinary action by the College only if the President or his designee determines that such disciplinary action is necessary for the protection of other members of the College community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but

are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that public authorities do not prosecute alleged violations of local, State, or Federal law, or the President or his designee determines that disciplinary action is necessary for the reasons stated above, he or she may refer the case to a College Discipline Committee, which may impose penalties ranging from reprimand to dismissal.

Failure to Comply with Directions of College Authorities

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official who identifies him/herself and acts in the reasonable and good faith belief that compliance with the request is necessary for the safety and welfare of the person or persons requested or others, or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College, constitutes a violation of College regulations for which a College Discipline Committee may impose penalties ranging from reprimand to dismissal. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories,

cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs constitutes violation of this regulation.

Appeal Procedure

Any student found guilty of a violation of College or residence hall regulations by a College Discipline Committee or Residence Hall Council, or of violation of the Honor Code, has the right to appeal the finding and the propriety of the penalty imposed to the President of the College or his designated representative. The persons, if any, whom the President may have designated as his representatives with final authority to hear particular categories of appeals are indicated in the appropriate section of this handbook. Appeals must be submitted in writing to the President or his representative within five calendar days of official notification to the student of the finding of the hearing board and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

POLICIES AND REGULATIONS

The following policies and regulations are specific applications of

College General Policy and of public statutes with particular relevance for students and are not an exhaustive list either of College regulations or of applicable local, State, and Federal law.

Personal Conduct

Assault and battery, subjecting another person to harassment, abuse, threat, or intimidation are prohibited, as are hazing or other pre-initiatory activities which subject another person to mental or physical discomfort, embarrassment, harassment, or ridicule. The penalty for violation of this regulation shall not be less than reprimand nor greater than dismissal.

Violations of Law

See "General Policy," p. 49.

Student Identification

Failure on the part of a student to show his or her student identification card upon the request of a campus security officer or other College official who identifies him/herself is a violation of College regulations punishable by penalties ranging from reprimand to probation.

Disruptive Conduct

A. Definitions

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship, and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community

of scholars but, to the extent feasible, to the public as well.

To attain its mission as an educational institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

1. Normal Functions and Activities: A normal function is any lawful activity carried on by the College, or conducted under the auspices of, sponsored by or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extracurricular, and athletic programs; the care, maintenance and security of physical property; the maintenance of vehicular and pedestrian traffic; and the performance of assigned duty by members of the faculty and staff.

2. Disruptive Conduct:

No student shall commit any act which amounts to disruptive conduct as defined in this regulation, nor knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of obligations imposed on citizens generally and violation of particular obligations required to maintain an educational institution. These specifically include:

a. Any violation of the law of the Commonwealth of Virginia or of the United States which obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.

b. Noncriminal conduct which obstructs or disrupts a normal function including the unreasonable obstruction of passage of others through corridors or at entrances and exits, other group assemblies which obstruct or disrupt, unauthorized presences in a building after normal closing hours or after notice that the building is being closed, physical detainment of a student or of a member of the administration, staff, or faculty against his will, the entry into or onto any College-controlled property with the intent to, or the awareness that such activity will, disrupt any normal function of the College, or any other activity conducted with the intent or awareness that such activity will disrupt or obstruct a normal function is disruptive conduct.

c. Any failure to comply with a request to move on, to vacate an area, or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the safety and welfare of the person or persons so requested or others or to the maintenance or restoration

of the normal functions and activities of the College is disruptive conduct. For this purpose, an authorized person is the President of the College, the Dean of the Undergraduate Program, the Dean of Students and the Dean of any school or faculty, any member of the Campus Security Police and any law enforcement officer or conservator of the peace, and any person specifically authorized by the President orally or in writing who, in making such request, gives notice of the authority given him by the President.

d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of persons and property is disruptive conduct.

B. Penalty and Procedure

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the disciplinary procedures of the College. Conduct prohibited in Section A may result in the penalties of reprimand, probation, suspension for a specific period, or dismissal, depending upon the gravity of the particular conduct involved and the presence or absence of extenuating circumstances.

Firearms and Fireworks

Firearms may not be kept on campus. The possession of fireworks or the exploding of fireworks in the

residence halls or elsewhere on the campus is prohibited.

Misuse of Sentinel Alarm

Any willful use of the Sentinel Alarm (Supersound) except in emergency situations is prohibited. The penalty for a first violation of this regulation shall be disciplinary probation and, for a subsequent violation, shall range from disciplinary probation to dismissal.

College Property

No student shall damage College property nor shall he/she remove College property from the place, or divert it from the use, to which it is assigned by the College without permission of the appropriate official. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

Stealing

Stealing is the act of taking, or appropriating without right or leave, that which belongs to another with intent to keep or with intent to make use of wrongfully that which was taken. Common sense dictates that students take ordinary measure to safeguard their property just as they would in the non-college community. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

Alcoholic Beverage Policy

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. Students should

note that State law prohibits the consumption of alcoholic beverages in unlicensed public areas. Public areas include the lounge areas of College residence halls to which the general public has access. Alcoholic beverages may be consumed in an unlicensed area only if such an area can qualify under State law as a *private place*. The Alcoholic Beverage Control Board has interpreted the term *private place* to include:

1. The private room or quarters of an individual resident of a residence hall.
2. The area reserved or designated for an organized, scheduled social function limited to an identifiable group, such as the residents of a particular residence hall or members of an organization and their personally escorted guests. Such events are scheduled in accordance with established procedures, with the understanding that the sponsoring students will supervise admission of guests so as to ensure that the above limitations of a "closed" or private party are met. It is highly recommended that the sponsoring organization require all persons attending to register their names at the entrance of such event.

Drugs

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens except when taken under a physician's prescription in accordance with law.

College regulations in conformity

with Federal and State statutes governing drug use provide the following:

1. Manufacturing, merchandising, or providing others with drugs is prohibited. The penalty for violation of this regulation shall be not less than disciplinary probation nor greater than dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for first violation of this regulation shall be not less than reprimand nor greater than suspension from the College and, for the second, not less than disciplinary probation nor greater than dismissal from the College.

Possession and Use of Motor Vehicles

Students who have not completed the equivalent of four full semesters may not maintain automobiles on the College campus or in Williamsburg. This regulation does not apply to graduate students or to day students commuting from their homes. Exceptions to the regulation may be made only for essential employment, physical disability, or for other essential college-related needs. This special permission is to be secured from the Dean of Students. A student who brings an automobile to the campus without prior written approval, in anticipation of obtaining special permission, is in violation of this regulation.

The penalty for a first violation of the automobile regulation shall be not less than reprimand nor greater than suspension for one semester and, for a subsequent violation, shall not be less than reprimand nor greater than dismissal.

College regulations require that all motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Transportation Control Board administers regulations governing registration of vehicles as well as parking and traffic on the College campus. The regulations, procedures, and penalties of the Board are set forth in the Motor Vehicle Regulations pamphlet available at the Office of the Dean of Students and the Campus Security Office.

Public Performances

No person or group of persons shall represent the College in a public performance of any kind unless prior approval has been obtained from the Vice President for Academic Affairs. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

RESIDENCE HALL LIFE

A. General Provisions

All freshman students, except those who commute daily from the homes of their parents or legal guardians, are required to live in College housing. Unclassified students and those carrying a part-time program of studies are not eligible for accommodations in College residences. The residence halls are not open for occupancy during the Christmas holidays. During the Thanksgiving and Spring Recesses, selected buildings are open on a limited basis for students who need to remain in the area.

1. Housing Requests

To request a room in a College-owned residence, a returning student must pay a \$50 deposit by February 25, 1977 and execute a lease with the College at the time of assignment to a room. This deposit is non-refundable once the room assignment process begins. In addition, each student must maintain with the College a \$75 damage deposit as a condition of room occupancy.

2. Security

An electronic card-key or other security system is employed in the residence halls for protection of the residents. Each resident must secure a key to his/her room and a card-key (or door key where appropriate) for the residence to which he/she is assigned for which a \$5 deposit is required. Room keys, front door keys, and card-keys must be relinquished promptly upon request by the Office of Residence Hall Life and must be returned upon withdrawal, when moving from one residence and/or room, and at the close of each session. A fee of \$10.00 will be charged for replacement of a lost key (to cover the cost of key and core replacement).

All residence halls will be secured while College is in session to include the hours listed below:

Sunday-Thursday:

12 midnight to 7 a.m.

Friday and Saturday:

1 a.m. to 7 a.m.

Individual residence halls may be closed at an earlier hour and reopened at a later time should the residents so elect.

B. College Regulations

The Dean of Students, Associate and Assistant Deans of Students for Residence Hall Life and Student Development, and the staff of residence halls (Area Coordinators, Head Residents, and Resident Assistants) are responsible for enforcing the following regulations. Willful violation of these regulations will result in a penalty ranging from a reprimand to suspension unless otherwise specified.

1. Conduct

Conduct which violates the regulations of either the College or the appropriate Residence Hall Council is prohibited. If the conduct is in violation of a regulation established by a Residence Hall Council, that body shall have original jurisdiction in the matter.

2. Damages to College Property, Rooms, Furnishings

Damages to rooms and the furnishings therein may be charged to the occupant(s) unless the identity of others responsible for the damage is known. Such charges shall be assessed against the individual's damage deposit unless the damage exceeds \$75.00. Any charges in excess of \$75.00 shall be billed separately.

Pictures, maps, pennants, posters, and the like should be hung from picture molding, bulletin boards, or tack strips when these are provided in the rooms. Where tape is used, it must be removed by the tenant in time for the final room inspection, and the tenant shall be charged for any residue which re-

mains or any damage which results. Nails and screws used on the walls, woodwork, or furnishings shall ordinarily be considered damage. Markings on the walls, floors and ceilings, woodwork or furnishings, or painting the same without the prior written approval of the Director of Auxiliary Enterprises shall be considered damage and charged accordingly. College furnishings may not be removed from the room in which they have been placed nor may lounge furniture be removed from the common areas.

Damage to the common areas in residence halls and their furnishings (including vending machines and other equipment placed in residence halls as a convenience to the residents) shall be charged to the person(s) responsible in the manner described above.

3. Motorized Vehicles and Bicycles

Motorized vehicles and bicycles may not be parked in College residences or in any other areas except those designated for student parking. (For more detailed information, the student should refer to the pamphlet, *Motor Vehicle Rules and Regulations*.) In addition, the Campus Security Police reserve the right to remove motorized vehicles and bicycles which are in violation of this regulation, even if such removal requires that the chain or lock used to secure the vehicle be destroyed. Vehicles impounded in this fashion may be recovered through the Campus Security Office.

4. Pets

For sanitary and safety reasons, dogs and other pets may not be kept in the residence halls.

5. Waterbeds

Waterbeds are not permitted in College residences.

6. Restricted Areas

For reasons of safety, the roofs (except for those buildings with specifically designated sun decks) and mechanical equipment rooms of all residence halls are restricted areas and may not be entered without the express written consent of the Head Resident or the Area Coordinator responsible for the building.

7. Electrical Equipment

Air-conditioners, or any appliance requiring more than 600 watts of electrical power, may not be used in the residence halls. Requests for exceptions to this regulation may be initiated by the student in the office of the Director of Auxiliary Enterprises for approval by the Superintendent of Buildings and Grounds.

8. Solicitation by Students or Others

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approval for solicitation by students and student groups must be obtained through the Associate Dean of Students for Activities and Organizations. Approval for solicitation by non-students must be obtained through the Office of the Dean of Students.

C. Residence Hall Councils*

The Residence Hall Council is a means of self-government by persons living in a residence hall. Its members are elected annually by the residents of a hall in accordance with the procedures set forth below. The Council enacts regulations governing life in the hall and, in cases of violations, conducts hearings and imposes penalties as described below. In cooperation with the Residence Hall Staff, the Council is responsible for the enrichment of the social and cultural life of residents of the hall. It provides leadership for the residents and represents them in all matters within the College affecting them as a body. In this capacity, it provides another channel, in addition to the Residence Staff, for bringing to the attention of the Office of Student Affairs any matter, whether in violation of College regulations or not, that it deems detrimental to the quality of life within the hall.

Residence Hall Councils are accountable to the President of the College, or such official as he may designate, for the proper implementation and administration of the following policies and of the security provisions as outlined on page 55. Upon request of the Board of Student Affairs or at the initiative of the President of the College or his designated representative, these policies are subject to review, reconsideration, and revision.

Violation of these principles by individual students will result in penalties ranging from removal of privileges

*Not applicable to graduate students residing in graduate housing areas.

to suspension upon the decision or recommendation of the Residence Hall Council or that of the Associate Dean of Students for Student Development.

1. Principles of Self-Determination

The College's dedication to the liberal education of the whole person is reflected in its program of residential hall life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enhance and enrich each student's educational experience. Under the policy of self-determination, the residents of each unit develop guidelines and procedures of governance for living which will both allow for individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts the use of public areas, the assurance of a reasonable level of safety and security, and the regulation of visitation by all guests.

Visitation is designed to allow individuals to visit each other temporarily and briefly in the privacy of their own rooms. Visitation must not interfere with the privacy and the freedom of roommates. It is assumed that each visitor to a residence hall will be a welcomed guest of a resident of that hall.

Each resident shall have freedom of movement in or out of his/her residence hall and the right to determine the hours of such movement.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement and the educational goals of the College must always be ensured by the guidelines.

2. Functions of Residence Hall Councils

a. Composition and Organization of Councils

After the first week of classes, but no later than the fourth week of the academic session, each upper-class residence hall (units of Boteourt and sorority and fraternity houses are considered as individual residence halls) shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the unit. Election of councils in the freshman residence halls shall be deferred until the third week of classes but may not be delayed beyond the sixth week of the session.

The officers of the Residence Hall Council shall be chairperson, vice chairperson, secretary and/or treasurer, and whatever other positions are deemed necessary. The chairperson shall serve as a member of the Inter-Residence Hall Council (Interhall). The Area Co-

ordinator, Head Resident, and/or Resident Assistant responsible for the residence may serve as advisors to the Council. Any member of the Residence Hall Council shall be subject to recall proceedings when the Council has received a petition signed by 30% of the residents. A majority vote of the residents is required for recall of a Council member, and the election to determine the status of the member must be held within ten days of the receipt of the petition.

b. Programming Function of the Council

1) The Residence Hall Council has the responsibility for organizing the social, cultural, and recreational activities of the residence hall. The Council has the right to appoint the committees necessary to this function and the right to establish dues and receive contributions as a means of support for its programs.

2) The Residence Hall Council has a responsibility to ensure the maintenance and enhancement of a living-learning community in the residence hall compatible with the academic objectives of the College. As such, it should arrange for programs of an educational and informative nature in the residence hall, according to the needs and interests of the residents, and appoint committees necessary to accomplish these ends.

c. Governance Function of the Council

1) Exercising the principle of

self-determination, the Residence Hall Council has the responsibility to hold a referendum to determine the guidelines of the housing unit subject to the following considerations:

a) Guidelines in upperclass residence halls must be written and submitted to the Committee on Self-Governance by the end of the fourth week of classes. The preparation of guidelines in freshman residence halls shall be deferred until the third week of the session.

b) No rule or regulation may be established which is inconsistent with or contrary to the rules, regulations, and policies of the College. Rules may be established that are more stringent than the general provisions of the College; e.g., individual residence halls may elect to close their residences at an earlier hour than required by the security provision and to reopen them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.

c) All rules and regulations established by the unit must be determined by a majority vote of all the residents taken by a secret ballot.

d) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by 10% of the residents of the unit. Such referendum must be held by the Council within ten days of its receipt of the petition.

e) All rules and regulations established by the Residence Hall Council (including the range of penalties to be imposed for violation of same) shall be printed and distributed to each room, as well as posted in the residence hall. A copy of all such rules and regulations must also be filed in the Office of Residence Hall Life.

2) Until guidelines are established and approved for the residence hall, campus-wide *Uniform Guidelines* for self-determination shall be observed. These guidelines for the thirty days shall be drafted in the spring by a committee of Interhall and approved by the Committee on Self-Governance consisting of the Associate Deans of Students for Student Development and Residence Hall Life, a representative from the Board of Student Affairs, a representative from the Student Association, and a representative from the Inter-Residence Hall Council.

The Committee on Self-Governance shall review all guidelines prepared by Residence Hall Councils to determine their compatibility with community standards and those established in the *Statement of Rights and Responsibilities*. The Commit-

tee may withhold the privilege of self-determination from any residence unit which does not develop guidelines within the first thirty days (six weeks in the case of freshman units) or which adopts guidelines that are inconsistent with the standards stated above. Likewise, during the year, this same committee is empowered to review charges that a Residence Hall Council has failed to implement properly its approved guidelines and to recommend to the Dean of Students that the privilege of self-determination be removed or restricted until the situation has been corrected.

3) In the enforcement of residence hall regulations, the Council is empowered to hear cases involving *residents of the units and non-residents* as well, subject to the observance of the following procedures:

a) The Residence Hall Council may administer penalties of restriction or removal of privileges, of written or oral reprimand, and other penalties short of disciplinary probation such as requirement of financial reimbursement to the College or other residents of the hall for damages, recommendation to the Associate Dean of Students for Residence Hall Life that a resident's room contract be immediately terminated or not removed at a subsequent time, or that he or she suffer a reduction in priority of a specified number of places in the room lottery of a subsequent year, or be

denied exempt status in the lottery if such a penalty is applicable. Serious infractions or repeated violations shall be referred to the Associate Dean of Students for Student Development, with or without a recommendation of penalty.

b) In the conduct of hearings, the principles of fair play and due process must be adhered to at all times. The Chairperson of the Residence Hall Council shall appoint one member of the Council to act as investigator, who shall present the evidence to the Council at the hearing and shall direct questioning of witnesses, but who shall not be present while the members of the Council hearing the case deliberate their finding and the penalty to be imposed, if any. In general, these hearings should conform to the procedures which have been established for the Discipline Committee of the College (see pp. 63-64).

c) At any time during the hearings of the case, the Residence Hall Council may refer the incident to the Associate Dean of Students for Student Development.

d) A student found guilty by a Residence Hall Council of violating residence hall regulations may appeal the finding and the propriety of the penalty imposed to the Associate Dean of Students for Student Development, whom the President of the College has designated as his representative

with final authority to hear such appeals. Appeals must be submitted within five calendar days of official notification of the finding of the Residence Hall Council. The Associate Dean of Students for Student Development may extend the period within which to file an appeal for good cause. Appeals must be in writing and must clearly state the reasons advanced for reversal or modification of a decision.

e) A written summary of each case shall be submitted to the Associate Dean of Students for Student Development. Access to these records shall be limited to the accused, the Chairperson of the Council hearing the case, and to those College officials and committees engaged in the disciplinary or appeal process.

f) Each student has the right to counsel with a member of the Dean of Students' staff concerning problems arising from self-determination. In addition, when an issue of genuine sensitivity exists, the Associate Dean of Students for Student Development has the power to hear the matter independently of the Residence Hall Council. In such instance, the Associate Dean shall handle the case only after conferring with the Chairperson of the Council normally having jurisdiction over the student(s) involved.

d. Recommendations of Physical Improvements

The Residence Hall Council has a responsibility to represent the residents of the unit in matters which pertain to needed physical improvements in the residence, especially in the case of those which require long-term planning.

D. Inspection and Search of Student Living Quarters, Offices, Lockers, or Possessions on Campus

Routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, shall be announced at least three days in advance and a Resident Assistant shall be asked to accompany the inspector. The student's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

No student's room, office, lockers, or possessions on campus shall be searched by College authorities unless there is reasonable cause to believe that a student is using his or her facilities for a purpose in violation of Federal, State, or local law or of College regulations. No student's

room, office, locker, or possessions on campus shall be searched by College authorities unless a certificate authorizing the search has been issued and signed by the Dean of Students or, in the case of graduate students, the Vice President for Academic Affairs. The

certificate shall state the source of the information, the violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search.



ADMINISTRATION OF UNDERGRADUATE POLICIES AND REGULATIONS

1. Basic Policy

The discipline of the College is vested in the President by the action of the Board of Visitors. The President has empowered the Dean of the Undergraduate Program, the Dean of Students, and the Associate Dean of Students for Student Development to exercise limited disciplinary authority and to levy penalties of disciplinary probation, limited or terminal, and lesser penalties as appropriate. Students so disciplined shall have the right of a hearing before the Committee on Discipline, which has the authority to levy and of the penalties listed in the section headed "Penalties." Residence Hall Councils are empowered to deal with violations of social regulations and of other residence hall regulations occurring in the residence halls (see Residence Hall Life). Serious infractions of College regulations normally are considered by the Committee on Discipline, membership of which includes administration, faculty, and students. In addition to the Committee on Discipline, the Dean of the Undergraduate Program, the Dean of Students and the Associate Dean of Students for Student Development, the President in his discretion may call upon other representatives of the administration, the faculties, and students for assistance, or he may act without the intervention of other administrative officers or the Discipline Committee.

The test of whether a specific infraction shall be handled by the Dean of the Undergraduate Program, the Dean of Students or the Associate

Dean of Students for Student Development, or by the Discipline Committee shall be whether or not the offense is one which, in the opinion of these officials, may be punishable by suspension or separation from the College or is specifically designated as subject to action by the Discipline Committee. If it is, the matter shall be referred to the Discipline Committee for action in accordance with procedures set forth below.

2. Composition of the Discipline Committee

The Discipline Committee consists of five members of the faculty at large and five undergraduate students appointed by the President of the College. The Dean of Students and the Associate Dean of Students for Student Development are non-voting members. The Chairperson and Vice Chairperson of the Committee are appointed by the President. If a member of the Committee is absent, the Committee may select a replacement from among the students or faculty of the College as appropriate, or the hearing may be conducted without all members of the Committee present upon the consent of the student whose case is being heard. The Associate Dean of Students for Student Development shall present the evidence on the basis of which the accused is being heard and shall direct the questioning of witnesses. The Dean of Students shall serve as secretary. Other than in the capacities mentioned herein, the Dean of Students and the Associate Dean of Students for Student Development shall have no part in the proceedings of the Committee. The Associate Dean of Students for Student Development shall not be present while the Commit-

tee deliberates its finding and the penalty to be imposed, if any.

3. Procedure

A student who has been accused of misconduct or violation of College regulations shall be given a written statement of the charge on which he or she is to be heard at least 48 hours in advance of the hearing. The student shall be invited to prepare a written statement in advance of his or her appearance before the Committee, but the preparation of such a statement is not compulsory.

The accused shall be present and shall have the right to choose as advisor or to engage counsel to represent him/her at the hearing. A student who intends to bring legal counsel to the hearing is required to give written notice of his or her intention at least twenty-four hours in advance of the hearing. The Committee on Discipline shall have the right to have counsel of its own choosing, but such counsel may not vote on the finding or penalty. The accused shall have the right to know the evidence on which he or she is being heard, to question his or her accuser, and to cross-examine witnesses appearing against him/her. He or she shall have the right to present witnesses in his or her own defense and to present whatever information or evidence he/she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. In determining both the credibility of the accused and the severity of any penalties, information relating to previous violations of College regulations will be considered by the Committee.

A tape recording of each hearing shall be made, and a student whom the Discipline Committee has found guilty may have access to the recording of his/her hearing.

Since the College considers the testimony and evidence of a hearing, the finding and penalty confidential (but imposes no such stricture upon the student being tried), the hearing is normally closed but, upon the request of the accused and when approved by the Committee and the Dean of the Undergraduate Program, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the Committee may vote to close the hearing.

The conduct of the hearing is the responsibility of the Chairperson who shall question witnesses and the accused to the end that all information necessary to a full and fair consideration shall be brought out as evidence. In addition, each member of the Committee shall have an opportunity to question both the witnesses and the accused and, finally, the accused shall have an opportunity to present whatever he or she considers necessary in his or her own defense.

Except in case of oral reprimand, the accused shall be notified in writing of the decision of the Committee and the findings on which it is based within 24 hours of the conclusion of the hearing. Until he/she is so informed, he or she shall be entitled to attend classes and participate in other College functions, unless the Committee believes his/her presence and participation would constitute a threat to his or her own safety and welfare or to that of other members of the College.

community, in which case he/she shall be so informed in writing.

4. Penalties

Among the penalties levied by the appropriate authorities for violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as appropriate.

a. Loss or restriction of privileges: Limitation or removal of social and personal privileges, including the opportunity to participate in the electronic card-key system, to entertain guests in the private areas of a residence hall, to participate in social activities sponsored by the College or a residence hall, and the right to operate an automobile on campus, provided the penalty is consistent with the offense committed. In addition, a resident student's room contract may be immediately terminated or not renewed at a subsequent time, or he or she may suffer a reduction in priority of a specified number of places in the room lottery of a subsequent year, or may be denied exempt status in the lottery if such a penalty is applicable. Loss or restriction of privileges may be accompanied by other sanctions.

b. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

c. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found

guilty will not be tolerated by the College. It cautions him or her that repetition of the behavior may result in a more severe penalty.

d. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Discipline Committee and may result in his or her dismissal from the College.

e. Suspension: An involuntary separation from the College for a period determined by the Committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his or her readmission.

f. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee by his or her conduct and record that he or she is in fact entitled to readmission.

g. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and

is not eligible to participate in classes or any College-sponsored or College-related activities.

5. Right of Appeal

Any student found guilty by the Committee on Discipline shall have the right to appeal the finding and the discipline imposed upon him or her to the Dean of the Undergraduate Program, whom the President has designated as his representative with final authority to hear such appeals. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

- a. That the finding is not supported by substantial evidence,
- b. That a fair hearing was not accorded the accused, or
- c. That the discipline imposed was excessive or inappropriate.

Such an appeal shall be presented to the Dean of the Undergraduate Pro-

gram via the Dean of Students within five days of the conclusion of the hearing. The Dean of the Undergraduate Program may extend the period within which to file an appeal for good cause. Minor procedural deviations shall not be sufficient cause to sustain an appeal, unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to a fair trial. If the penalty being appealed is dismissal or suspension, the accused shall not attend classes or take part in any College function while the request is under consideration.

It shall be the responsibility of the Dean of the Undergraduate Program to act upon all such appeals within five days of receipt of the appeal and to notify the student in writing of his decision and the findings on which it is based, but his action may be postponed an additional five days, in which case the student may be permitted to attend classes or participate in normal College functions.

THE HONOR SYSTEM (Undergraduate)

HISTORY

Among the most significant traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, in the hope that every student is concerned with the strict observance of the principles of honorable conduct which he upon matriculation pledges to uphold, for his own sake, for the sake of his fellow students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than a hundred, and a violation of the College code of discipline was punished by ostracism. Because of the existence of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor Code as a system. It was assuredly emerging in one form or another prior to 1779, when the College was reorganized under Jefferson's leadership, the year often claimed for its official establishment; and minor de-

tails of administration have changed from time to time to meet contemporary needs and conditions.

From its earliest days the College has evinced an interest in the character of its students. In 1736 the College Statutes expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie. . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct. . . conducive to the Honor & Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1788 which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion . . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the System in an address to a group of law students. Said Professor Tucker: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character . . . His

Honor is the only witness to which we appeal. . .”

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life but is a coeducational institution, serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic values but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas--lying, stealing, and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely “in the hands of the President and faculty” until the twentieth century when student government was instituted at William and Mary. Today the Honor System is student-administered through an elected council.

Whereas the present administration of the Honor System by the students through an elected council evolved during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

MEANING

Under the Honor System it is assumed that every student has an express interest in preserving the integrity of the College Community, for himself as well as others. Primarily, the function of the Honor System is to educate--to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the code.

The effectiveness of the Honor System is dependent upon the student's acceptance of his responsibility toward that system. The very assumption that a person is worthy of trust is a powerful factor in insuring that confidence will be deserved.

When a student matriculates, he pledges to abide by the Honor Code, thus indicating publicly his acceptance of the system and his intentions to live by certain principles. That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it provides an atmosphere in which the honorable student can act with individual responsibility while providing a way to sanction those who violate this Code. With a breach of the Code, the Honor System becomes more than a matter of individual morality alone

and emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system its precepts are supplemented and reinforced; supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which comes from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing, or cheating nor tolerate such behavior among his fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his responsibility to make the moral choice of upholding, not only his personal honor, but the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective that each student acknowledge that he will not accept dishonorable conduct among his fellows. Therefore, the responsibility of a student to report infractions of the Honor Code that he may witness is a vital part of the student-administered system. Such reporting is not depriving honor of its personal sanctity because, along with an inner morality, there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper not only of his own honor but, in a sense, that of his fellow students as well. Forcing someone to report infractions under fear of penalty himself is a contradiction of the role of the individual and his responsibility to

others living under the System. Therefore, the stimulus to report an infraction he witnesses must come from within the particular student and not from written law. Such is the essence of honor.

ADMINISTRATION

The students administer the Honor Code through one elected Honor Council. The Council is elected by vote of all undergraduate men and women. Whenever a student is accused of a breach of honor, the Council has the power and the duty to investigate the alleged offense and, if necessary, conduct a hearing or trial. In addition, the Honor Council is responsible for explaining the Honor System to entering students during the College orientation period and for providing judicial review for the Student Association Constitution and Bylaws.

The Honor Council is composed of four senior representatives, four junior representative, and four sophomore representatives. The Chairperson is chosen from among the senior representatives by the newly elected members on the Council and its outgoing members. The Vice Chairperson is chosen from among the remaining newly elected representatives in the same fashion. In case of a tie vote for the Chairperson or the Vice Chairperson, the outgoing Chairperson shall cast the deciding vote. A secretary for each trial shall be chosen on a rotating basis.

When a breach of honor is reported, it shall be referred by the Chairperson to an investigating committee. The committee shall be composed of three of those members not sitting on the trial.

In the event a member of the Honor Council does not fulfill his responsibilities as a Council member, a vote of 6 of 11 members of the Council shall initiate impeachment proceedings. The proceedings shall include a meeting of the Council at which time the impeached member may justify his actions. If 9 to 11 Council members participating in the proceedings shall believe the impeached member has willfully avoided or unjustifiably neglected his duties or failed to uphold the principles of the Honor Code, he shall be dismissed. The dismissed member may appeal to the President of the College or his designated representative. In the event that a Council member is impeached or is unable to fulfill his responsibilities, the Chairperson shall appoint a new member from the corresponding class of the undergraduate student body.

PRINCIPLES

Pledge

Upon matriculation, each student is automatically subject to the provisions of the Honor System. The Honor Council meets with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of orientation it is anticipated that a student understands what is expected of him under the Honor System and that infraction of the Honor Code at any time during his student days may be punishable by dismissal from the College. From time to time, a professor may require the student to sign a formal pledge on work as a reminder to the student that he is subject to the provisions of the Honor Code.

Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, and lying. Under the present system these infractions are defined as follows:

1. Cheating. Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism is a violation of the Honor Code if a specific intent to deceive is present. The presence of a significant amount of plagiarized work shall constitute in itself *prima facie* evidence of this intent.

Regardless of its reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he

shall bring a charge of cheating before the Honor Council. In trying the case, the Honor Council shall assume that all students enrolled in the College of William and Mary are cognizant of the following two basic principles and understand that they apply regardless of other directions:

a. All quoted material must be identified by quotation marks, indentation on the page, or other recognized method, and the source must be clear.

b. Any information, idea, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge"--that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.

The student should assume that he is neither to give nor receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual professor.

Ignorance of the above statement is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious should be referred to the Council; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

2. Stealing. in Academically Related Matters. Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Students use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is closed-stack, under which students are not free to browse but, rather, must give the title of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. Lying. Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his own initiative, tells the truth

concerning the same matters before he is confronted with committing a breach of honor, this shall be considered in his favor in dealing with his case and determining the penalty.

Forgery is considered an act of lying and, thus, an honor offense. As defined by the Honor Council, it includes the unauthorized signing of a College document.

Falsely testifying before the Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before the Honor Council, he shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

AMENDMENT

The preceding sections of the Honor Code may be amended from time to time by three-fourths' vote of the Honor Council concurred in by the President of the College.

PROCEDURES

Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his responsibility, not only to act honorably, but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he will not accept

dishonorable conduct among his fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

Any person believing that a breach of the Honor Code has been committed must challenge the student accused of the act and offer him the opportunity to resign from the College immediately without the expectation of readmission or to report himself to the Honor Council. If the accused does not report himself to the Honor Council within twenty-four hours, the accuser must report the case. Only in those cases where a direct challenge is not feasible, may he report the suspect directly to any member of the Honor Council, who shall in turn notify the accused of the accusation against him.

Investigations of Alleged Dishonorable Practices

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Chairperson to appoint an investigating committee consisting of three members of the Council, one of whom is designated as chairperson of the investigating committee. It shall be the duty of the committee to contact the accused, the accuser and witnesses, as well as to examine available evidence to discover any information relevant to the alleged violation. This should be done as soon as possible after the Council is notified of a possible violation. The investigating committee should then meet and determine whether or not there is sufficient evidence to warrant a trial. The committee should then notify the Chairperson of the Council whether or

not a trial should be held.

If a trial is to be held, the investigating committee chairperson, or another designated member, should appear as a witness to report on the results of its investigation. That person shall appear in addition to all other witnesses who may possess relevant information. The committee shall also be responsible for obtaining any pertinent evidence (for example, the tests or papers in question in cheating or plagiarism cases, etc.) for the trial.

Witnesses

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College. Falsely testifying before the Honor Council is in itself a violation of the Honor Code.

Failure to Stand Trial

Should a person leave the College within three days after having been challenged without appearing before the Honor Council for trial, the accuser shall report the name of the accused and the breach of honor to the Chairperson of the Honor Council. The Honor Council shall then record the facts of the case and advise the Dean of Students that the student withdrew under suspicion of a breach of honor and is, therefore, ineligible for readmission.

If an accused student refuses to appear or otherwise makes himself

unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Council), and after having received adequate notice of the date, time and place of the hearing, the accused shall be deemed to have waived his right to appear. Under such circumstances, the Council reserves the right to hold the trial in the absence of the accused and his absence shall not constitute sufficient grounds for an appeal of the Council's decision. The Council shall appoint one of its members to represent the interests of the accused if it becomes necessary to hold a hearing under these conditions.

Rights of the Accused

The accused shall have the following rights in the event he elects to stand trial:

1. A right that the charges against him be reduced to writing and served on him personally by some member of the Honor Council before trial. If these charges are so vague or indefinite as not to apprise the accused fairly of the charge or charges against him, he may ask for a more definite statement as to time, place, and any other particulars relevant to the case, which shall then be furnished him promptly and in advance of the trial.
2. A right to a written statement of his rights and duties with respect to the trial and the procedure thereof as prescribed. This shall be given him at the same time he is served with notice of the charge or charges against him.
3. A right to have the opportunity

to seek the advice of his parents, teachers, or spiritual adviser, and the matters told in confidence not be disclosed.

4. A right to request an open trial. The request must then be approved by the Council and the Dean of Students.

5. A right to ask anyone who will not serve as a witness to be his counselor. While counsel may represent the accused, the accused is encouraged to present his own case.

6. A right to a trial at a proper time and place; a right that the trial not be held with undue haste, nor that it be postponed unnecessarily. Trials shall not be held for too long periods of time without recess or at unseemly hours. In general, there should be a recess every two hours, and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority asks that proceedings be recessed.

7. A right to summon witnesses and to testify in his own behalf, but the number of character witnesses, if any, may be reasonably limited by the Council.

8. A right to be confronted with the witnesses and to question them.

9. A right, where practicable, to know the nature of and examine the evidence against him before the trial.

10. A right to have the opportunity to make a final statement before only the members of the Council and the counselor.

11. A right not to be tried for one offense, e.g., cheating, and convicted on another, e.g., lying before the Council, without the same opportunity to defend himself against any other charge.

12. A right that his/her wife/husband, father or mother, or brother or sister of the full blood, the half blood, or by legal adoption may not testify against him without his/her consent.

13. A right, before official notification by the Dean of Students of the verdict and penalty, to attend classes and to participate in any College function which will not directly affect his candidacy for graduation.

14. A right to elect to be tried separately where he is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense requests a separate trial, they may be tried jointly or separately as the Council deems best.

15. A right, even though guilty, to present evidence of extenuating circumstances. If tried jointly, separate verdicts may be reached.

16. A right to an acquittal unless at least six out of seven of the Council believe that the charge or charges against him have been proved beyond a reasonable doubt.

17. A right, in event of acquittal, that the minutes and recordings of his trial be destroyed promptly after the expiration of two weeks from the time he is notified of his acquittal. A verdict of acquittal is

not final during this period, and the case may be reopened for good cause shown at the request of any party in interest. If so reopened, it is to be regarded as a continuation of the original case.

18. A right to appeal a finding of guilt and the propriety of the penalty to the Dean of the Undergraduate Program, whom the President of the College has designated as his representative with final authority to hear such appeals. This right must be exercised within five calendar days after notification of the penalty to the accused by the Dean of Students, or his designated representative. The Dean of the Undergraduate Program may extend the period within which to file an appeal for good cause. An appeal must be in writing and must clearly state the reasons advanced for reversal or modification of the decision. Minor procedural deviations shall not be sufficient cause to declare a mistrial, unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to a fair trial. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any College function while his request is under consideration.

19. A right that neither his person nor his property shall be insulted, molested, threatened, or damaged because of his part in the trial.

Duties of the Accused

If he elects to stand trial, the accused shall be under the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.

2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him to the probability of criminal prosecution, in which case the accused, if he does not wish to answer, shall so state.

Rights of the Accuser

The accuser shall have the following rights in the event of a trial:

1. A right to appear as a witness, to present his case, and to be present during the presentation of the evidence and the questioning of witnesses in order to satisfy himself that his complaint is being properly heard.

2. A right to be informed by the Honor Council of the Council's finding of guilt or innocence.

3. A right to be informed by the Dean of Students of the penalty imposed, if any.

4. A right that neither his person nor his property shall be insulted, molested, threatened, or damaged because of his part in the trial.

Rights of the Council

1. In those cases where the accused chooses to be represented by legal counsel, the Council reserves the right to have its own legal counsel present.

2. If the decision of the Council is overturned either in the review process or through an appeal, the Council shall have the right to appeal to the President of the College. This request should be made in writing promptly after notification of the Council by the Dean of Students, or his delegated representative, of the finding.

3. Council members shall have a right that neither their persons nor their properties shall be insulted, molested, threatened, or damaged because of their parts in the trial.

Conduct of Trial

1. The trial shall be conducted according to fair and equitable procedures and shall not be bound by common law rules of evidence or procedure.

2. Every trial shall be conducted by a Council of seven members. Should some of the regular members be unavailable, the Chairperson, with the advice of the members who are available, may appoint any member of the undergraduate student body as a temporary member of the Council. In the absence of the Chairperson, the Vice-Chairperson shall perform all the functions that would otherwise be performed by the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the remaining members shall elect an acting Chairperson.

3. The Chairperson of the Council shall preside.

4. The Chairperson may require any person disrupting the orderly pro-

ceedings of the trial to leave.

5. The Chairperson reserves the right to declare a recess at any point in the trial.

6. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.

7. The questioning of the accused and all witnesses shall be initiated by the Chairperson of the investigating committee. When the Chairperson of the investigating committee is through questioning, each member of the Council shall have the privilege of asking additional questions. Then the accused may ask the witnesses questions he or she wishes to ask. When he or she is through, the witnesses may be asked additional questions by any member of the Council. The accused may then ask additional questions and so on, until all parties are satisfied, for the time being, that the witnesses can furnish no further information. Hearsay evidence may be heard at the discretion of the Chairperson when some useful purpose may be served thereby and there is some guarantee of its reliability. The Chairperson shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedure set forth in above provisions.

8. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine that material during the course of the trial.

9. Witnesses may be recalled by the accused or at the discretion of the Chairperson of the Council.

10. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.

11. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College.

12. No one except the seven members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

13. If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he shall be deemed guilty as charged; otherwise, he shall be acquitted. There shall be no abstaining vote.

14. The Council, after having found an accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty. In determining guilt or innocence, it is not proper to consider extraneous matters not brought out at the trial.

15. If the finding be one of guilt, that fact shall be reported in writing to the Associate Dean of Students for Student Development along with the recommended penalty and any alleged exceptional extenuating circumstances. The accused should be notified only of the finding of guilt and told that the Dean of Students will in due course notify him of the

penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

16. If the finding be one of innocence, that fact shall be reported in writing to the Associate Dean of Students for Student Development. The accused should be notified of that finding and cautioned that the trial may be reopened for good cause within a period of two weeks at the request of any interested persons. The accuser shall be given notice in writing that the accused has been acquitted.

17. If an open trial has not been requested, upon the written request of the accused, an observer acceptable to the Honor Council and to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.

18. The secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.

19. If the accused is acquitted, the minutes and recordings of the meeting shall be kept for at least two weeks and shall be destroyed immediately thereafter, unless the case has been reopened for good cause.

20. The minutes of any trial may be inspected by the President of the College, the Dean of the Under-

graduate Program, the Dean of Students, or their designated representatives. Others may inspect the minutes in the presence of two or more members of the Council, after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes, from and after the notification of the accused by the Dean of Students of the penalty imposed, and not before such notification.

21. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council in the trial of that case. A member may also disqualify himself or may be disqualified by the Chairperson in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.

22. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

Penalty for a Breach of Honor

A violation of the Honor Code is normally punished by dismissal from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. Lesser penalties include a letter of reprimand and failure in a course (see pp. 65-66 for definitions of these penalties).

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendation to the Associate Dean of Students for Student Development.

After reviewing a case, the Dean of Students shall notify the accused and the Council of the final verdict and penalty. The Dean of Students shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.

In the event the Dean of Students feels that the rights of the accused have in some manner been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, the Dean shall declare a mistrial and so inform the accused and the Council, along with his reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Dean of Students feels that the evidence does not justify the findings of the Council, the Dean may then set aside these same findings, informing the accused and the Council of the reasons for so doing. The Council shall then have the right of appeal to the President of the College. If the decision to set aside the findings is sustained, the accused and the Council shall be so informed.

Public Notice of Action Taken

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the penalty shall be sent to the Editor of the *Flat Hat*, along with a request that it be printed in a conspicuous place in

that paper, and to the News Director of WCWM, with a request that it be included in a news broadcast. The notice shall make no mention of any names.

Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case and provided further that such evidence, in the opinion of the majority of the Council, would be apt to change the result of the original trial. In such cases either the accuser,

the College, or the accused may ask that the case be reopened. If a case is reopened after the expiration of two weeks from its completion before the Council, it shall be tried anew.

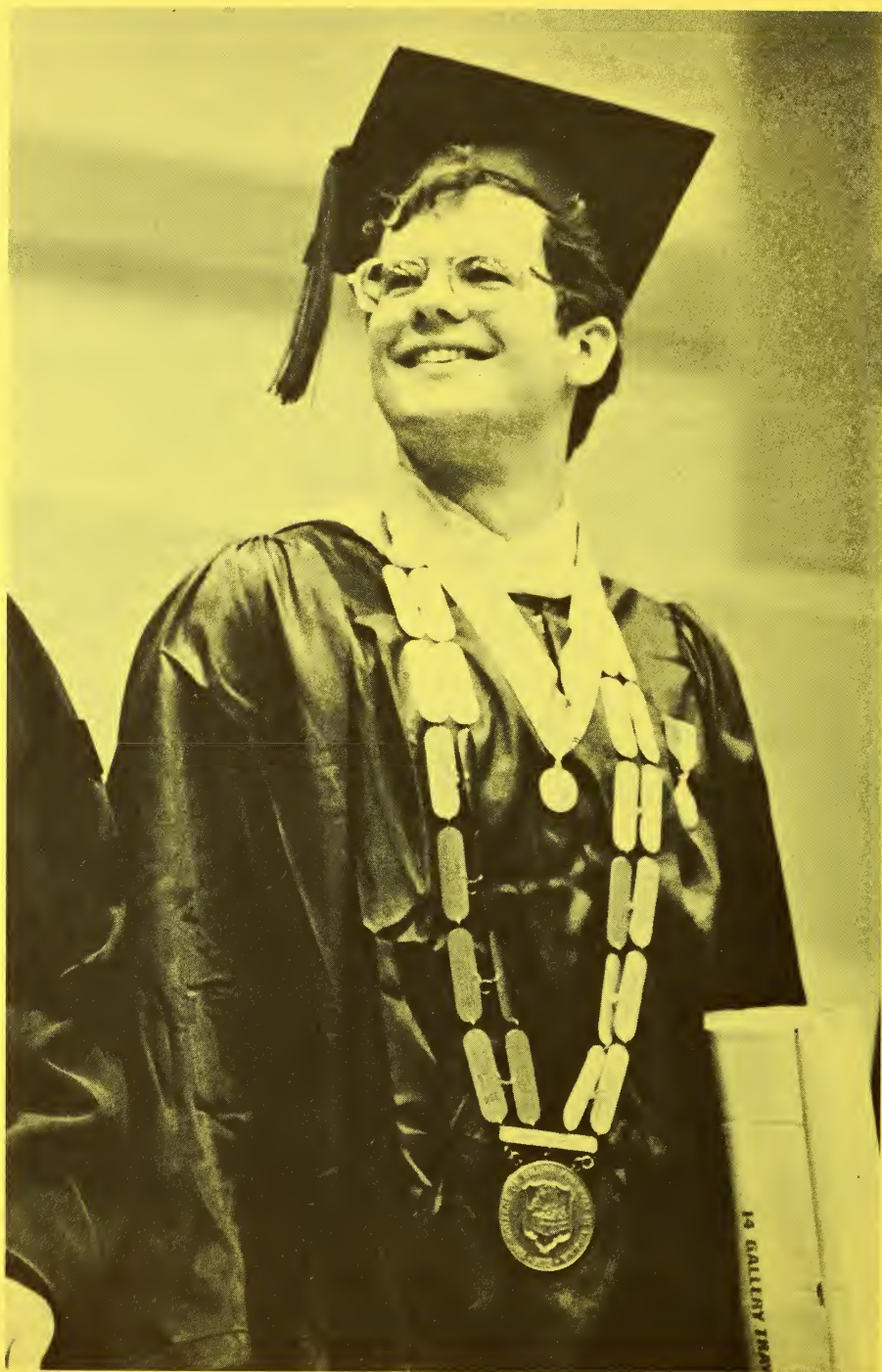
Stale Cases

Any breach of honor alleged to have been committed more than four months before complaint shall be disregarded, unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

Amendment

Amendment of these procedures requires three-fourths' vote of the Honor Council.





ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Vice President for Academic Affairs and other administrative officers as described below.

A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

1. Basic Policy

The President has empowered the Vice President for Academic Affairs, the Graduate Dean for Arts and Sciences, and the Deans of the Schools of Education and Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate. Students so disciplined shall have the right to request a hearing before a committee on discipline. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

2. Composition of a Discipline Committee

A discipline committee shall be appointed by the Vice President for Academic Affairs in each instance in which a case arises. A discipline committee shall consist of the Graduate Dean of Arts and Sciences or the Dean of the School of Education or of

Marine Science, as is appropriate, as chairperson (who shall not vote in the proceedings), three members of the faculty of the department or school in which the student is pursuing his or her major work, and three graduate students who have been admitted to a degree program under that faculty or school, selected from at least five nominees presented by the graduate student association of that faculty or school. The faculty members of the committee shall not include a faculty member who is pressing charges against the student and, in the case of a student in arts and sciences, one faculty member and one student member shall be from the same department as the student accused. The Dean shall direct the questioning at the hearing but shall have no vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

3. Procedure

A student who has been accused of misconduct shall be given a written statement of the charge and written notification of the composition of the committee appointed to hear his or her case at least five days in advance of the hearing. The student may submit a written statement of his or her case to the committee in advance of the hearing if he or she wishes. The student must present in writing any challenge of bias against any voting member of the committee no later than forty-eight hours in advance of the hearing. The challenge shall be decided by the Vice President for Academic Affairs.

The accused shall be present at the hearing. In the event that he or she elects to be represented by counsel, he

or she must notify the chairperson of the committee in writing no later than forty-eight hours before the scheduled time of the hearing. A committee on discipline shall have the right to counsel of its own choosing, but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he or she is being tried, to question his or her accuser, and to cross-examine witnesses appearing against him or her. He or she shall have the right to present witnesses in his or her own defense and to present whatever information or evidence he or she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The student has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made and a student whom a discipline committee has found guilty shall have access to the recording of his or her hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no such stricture upon the student being tried. A hearing is normally closed but, upon the request of the accused and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand,

the accused shall be given written notification of the decision of a committee dated within twenty-four hours of the conclusion of the hearing. Until so informed, he or she shall be entitled to attend classes and participate in other College functions unless a committee believes his or her presence and participation would constitute a threat to his or her own safety and welfare or to that of other members of the College community, in which case he or she shall be so informed in writing.

4. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him or her that repetition of the behavior may result in a more severe penalty.

c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Discipline Committee and may result in his/her dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his or her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee by his or her conduct and record that he or she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

5. Right of Appeal

Any student found guilty by a committee of discipline shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through

the Graduate Dean of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, within five calendar days of official notification of the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION

1. Title

These rules shall comprise the Code of Conduct for Graduate Students of the School of Business Administration, College of William and Mary.

2. General Conditions Regarding Imposition of Disciplinary Sanctions

a. No disciplinary sanction may be imposed upon any student without written notice to the accused of the nature and cause of the charge and a fair hearing which shall include confrontation of witnesses against him and the assistance of counsel or an advisor of his own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision. An institutional rule includes any rule of the School of Business Administration.

3. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him that repetition of the behavior may result in a more severe penalty.

c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in his dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his conduct and record that he is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

4. Proscribed Conduct

Violation of College policies, other than infractions covered by the Honor Code, shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

5. Disciplinary Board

The Disciplinary Board of the School of Business Administration shall consist of the Associate Dean for Graduate Studies as chairman, who shall not vote in the proceedings; two of the School's faculty members, appointed for one-year terms by the Dean of the School of Business Administration; and two students in the M.B.A. degree program, at least one of whom shall be a full-time

student, appointed by the Dean of the School from at least four nominees presented by the M.B.A. Student Association. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

6. Initiating the Case

a. Any academic or administrative official, faculty member or student may file a charge in writing with the Dean of the School of Business Administration against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

7. The Hearing

a. After receiving copies of the charge from the Dean of the School of Business Administration, the Disciplinary Board shall inform the accused student that he shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five nor more than ten school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. A separate hearing shall be granted upon request of the accused party or parties involved. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an adviser of his own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses, subject to the right of cross-examination. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record shall be made available to the accused student in order to aid him in the preparation of an appeal, if there be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the School of Business Administration, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

8. Appeal

a. Any student found guilty by the Disciplinary Board shall have the right

to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Business Administration within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes while the appeal is pending.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW

1. Title

These rules shall be known as the Code of Conduct of the Marshall-Wythe School of Law, College of William & Mary, hereinafter called the "institution."

2. Conditions to Imposition of Disciplinary Sanctions, in General

a. No disciplinary sanction may be imposed upon any student without notice to the accused of the nature and cause of the charge, and a fair hearing which shall include confrontation of witnesses against him and the assistance of counsel or an advisor of his own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision.

3. Sanctions

The following sanctions and no others may be imposed upon students:

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him that

repetition of the behavior may result in a more severe penalty.

c. **Disciplinary Probation:** Continued enrollment but under stated conditions, limiting his activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in his dismissal from the College.

d. **Suspension:** An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his readmission.

e. **Required withdrawal with eligibility to apply for readmission:** An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his conduct and record that he is in fact entitled to readmission.

f. **Dismissal:** Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or

College-related activities.

4. Proscribed Conduct

Except for such forms of dishonesty which lie within the exclusive jurisdiction of the Judicial Council of the institution and the Honor Code of the College of William and Mary, violation of College policies shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

5. Disciplinary Board

The Disciplinary Board of the institution shall consist of two faculty members, appointed for one-year terms by the Dean of the institution, and two law students, namely the incumbent President of the Student Bar Association and the incumbent Chief Justice of the Judicial Council. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

6. Initiating the Case

a. Any academic or administrative official, faculty member or student may file a charge, in writing, with the Dean of the institution against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can

be disposed of informally by mutual consent without setting in motion the disciplinary machinery. When such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

7. The Hearing

a. After receiving copies of the charge from the Dean of the institution, the Disciplinary Board shall inform the accused student that he shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five nor more than ten school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. The hearing shall be private if requested by the accused student. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an advisor of his own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses on both sides of the case, subject to the right of cross-examination of the other side. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record should be made available to the accused student in order to aid him in the preparation of an appeal, if there

be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the institution, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

8. Appeal

a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Law within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the

Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes during the pendency of an appeal.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.



THE HONOR CODE (Graduate)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the *sine qua non* of scholarship. It is assumed that, to students embarking upon professional academic study, the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies separately administers the Honor Code for its own members. Among graduate student bodies, differences in professional requirements and organization occasion variations in procedure, which are described below, but all conform to the principles established in the *Statement of Rights and Responsibilities*.

A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

The Graduate Student Association (representing students in both Arts and Sciences and Marine Science) and the School of Education Graduate Student Association shall appoint an Honor Council from among their members at the beginning of every fall semester to serve for one year. The number of members and the manner of selection shall be prescribed by each association's bylaws. The appointing authority shall designate one Council member as Chairperson, and the presi-

dent of each association shall report the names of the members chosen to the Graduate Dean of Arts and Sciences or the Dean of the School of Education as is appropriate.

Allegations of honor violations shall be reported to the Chairperson of the appropriate Honor Council who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a discipline committee with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Graduate Dean of Arts and Sciences or to the Dean of the School of Education or of Marine Science as is appropriate. The accused shall have the right of appeal as prescribed in the foregoing section on a discipline committee.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses in order to be satisfied that his or her complaint is properly heard, and to be informed by the Graduate Dean of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Infractions of the Honor Code

Infractions of the Honor Code are defined as follows:

1. Cheating. Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute *prima facie* evidence of this intent.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgement is not made according to the accepted procedures in the scholarly discipline involved, he may take into con-

sideration such lack of scholarly standards when assigning a grade for the course.

2. Stealing in Academically Related Matters. Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is a closed-stack, under which students are not free to browse, but rather must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. Lying. Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter, but later, on his own initiative, tells the truth concerning the same matter before he is confronted with committing a breach of honor, this shall be con-

sidered in his favor in dealing with his case and determining the penalty.

Forgery is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before an Honor Council, an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

Amendment

The Honor Code for graduate students under the Faculty of Arts and Sciences, the School of Education, and the School of Marine Science may be amended upon the recommendation of the appropriate graduate student association, with the concurrence of the President of the College, upon the advice of the Graduate Dean of Arts and Sciences or the Dean of the school involved.

CONSTITUTIONAL PROVISIONS REGARDING SELECTION OF AN HONOR COUNCIL

1. Bylaw of the Graduate Student Association Regarding Selection of an Honor Council

The Council of the Graduate Student Association in September of each year shall appoint five of its members to serve as an Honor Council, designating from among them a Chairman and

a Vice-Chairman, and shall appoint two of its members in addition to serve as alternates for the Honor Council. The President of the Graduate Student Association shall inform the Graduate Dean of Arts and Sciences of the names and addresses of the persons appointed.

2. Article X of the Constitution of the School of Education Graduate Student Association Relating to the Appointment of an Honor Council

Honor Council

The President of the School of Education Graduate Student Association shall be the Chairman of the School of Education Honor Council. He shall appoint four additional members to the Honor Council when an infraction has been referred to the Council for action. If possible, at least one member shall be appointed from each program in the School of Education.

Reporting Of Honor Violations

Suspected Honor Code infractions may be reported to the Dean of the School of Education or the Chairman of its Honor Council.

B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION

The Master of Business Administration Association shall select an Honor Council from among its members at the beginning of every fall semester to serve for one year. The Council members shall be five in number and shall be appointed by the President of the Association with the concurrence of the officers of the

M.B.A.A. The President shall designate one Council member as Chairperson and report the names of the members chosen for the Council to the Associate Dean for Graduate Studies of the School of Business Administration.

Allegations of honor violations shall be reported to the Chairperson of the Honor Council who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a disciplinary board with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Associate Dean for Graduate Studies of the School of Business Administration. The accused shall have the right to appeal as prescribed in the foregoing section on a disciplinary board.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses in order to be satisfied that his or her complaint is properly heard, and to be informed by the Associate Dean for Graduate Studies of the School of Business Administration of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Infractions of the Honor Code

Refer to statement in preceding section, pp. 91-92.

Amendment

The Honor Code for graduate students in the School of Business Administration may be amended upon the recommendation of the Master of Business Administration Association, with the concurrence of the President of the College, upon the advice of the Dean of the School of Business Administration.

C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW

JUDICIAL COUNCIL

The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and By-laws. The procedures for these two functions are indicated below.

PROCEDURES FOR HONOR CODE VIOLATIONS

Offenses under the Honor Code

The following offenses are cognizable under the Honor Code: Lying, Cheating, or Stealing. For the full text of the Honor Code, see the Honor System (Undergraduate), "Principles," pp. 70-72.

Disciplinary infractions shall be dealt with by the Disciplinary Board as established by the Dean of the Law School.

Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his responsibility not only to act honorably but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he will not accept dishonorable conduct among his fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Council to hold a meeting or meetings for investigative purposes and to summon witnesses to disclose to the Council any information requested that is relevant and within their knowledge.

Any person believing that a breach of the Honor Code has been committed must challenge the student accused of the act and offer him the opportunity to resign from the Law School immediately or to report himself to the Judicial Council. If the accused does not report himself to the Judicial Council within twenty-four hours, the accuser must report the case. Only in those cases where a direct challenge is not feasible, may he report the suspect directly to any member of the Judicial Council, who shall in turn notify the accused of the accusation against him.

Investigations of Alleged Dishonorable Practices

Whenever, in the opinion of the

Chief Justice of the Judicial Council or a majority thereof, evidence of probable dishonorable practices should be sought and impounded, and there are reasonable grounds to suppose that such evidence may be found in a particular place, any member of the Council, when accompanied by an administrative official of the Law School, may enter any room or building within the jurisdiction of the Law School in search of such evidence, and, if found, may impound the same for such period of time as shall be necessary for investigation and trial.

Witnesses

A witness called to testify must appear before the Judicial Council and must give such testimony pertaining to the case as may be requested by the Council. Failure to testify or falsely testifying before the Judicial Council is itself a violation of The Honor Code.

Failure to Stand Trial

Should a student leave the Law School after having been challenged without appearing before the Judicial Council for trial, the accuser shall report the name of the accused and the breach of honor to the Chief Justice of the Judicial Council. The Judicial Council shall then record the facts of the case and advise the Dean that the student withdrew under suspicion of a breach of honor. If the student subsequently returns to the Law School, the case shall be reopened and completed upon majority vote of the Council.

Rights of the Accused

The accused shall have the following rights if he elects to stand trial:

1. A right that the charges against him be reduced to writing and served on him personally by a member of the Judicial Council before trial. If these charges are so vague or indefinite as not to apprise fairly the accused of the charge or charges against him, he may ask for a more definite statement in writing as to time, place, and any other particulars relevant to the case, which shall then be furnished him promptly and reasonably in advance of the trial.

2. A right to a copy of the procedures established by the Judicial Council for Honor Code violations. This shall be given him at the same time he is served with notice of the charge or charges against him.

3. A right to have the opportunity to seek the advice of his family, teachers, or spiritual adviser, and that matters told in confidence not be disclosed.

4. A right to ask anyone who will not be a witness to be his counselor. If the accused does request a counselor, the duties of such counselor shall be as follows:

a. To explain to the accused his rights and duties.

b. To counsel the accused as to the best way to present any honest defense or mitigating circumstances.

c. During the trial, to question

the accused and all witnesses, to raise objections to proceedings of the trial which might result in unfairness, such as the admission of prejudicial hearsay evidence; but he shall have no right to argue the case of the accused before the Council or to participate in the deliberation of the Council.

d. Not to disclose to anyone any matter relevant to the case that has come to him in his capacity as counselor unless expressly requested to do so by the accused himself.

5. A right to a trial at a proper time and place. In general, the trial should not be held with undue haste, nor should it be postponed unnecessarily (as a guide, but not a requirement, not less than five nor more than ten school days from personal service of the charges on the accused). Trials should not be held for too long periods of time without recess or at unseemly hours. In general, there should be a recess every two hours, and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority asks that proceedings be recessed.

6. A right to summon witnesses and to testify in his own behalf, but the number of character witnesses, if any, may be reasonably limited by the Council.

7. A right to be confronted with the witnesses and to question them.

8. A right that he not be tried for two unrelated offenses in the same trial.

9. A right that he not be tried for one offense, e.g., cheating, and convicted on another, e.g., lying before the Council, without the same opportunity to defend himself against the other charge.

10. A right that his/her wife/husband, father or mother, or brother or sister of the full blood, of the half blood, or by legal adoption not testify against him without his/her consent.

11. A right, before official notification by the Dean of the final verdict and penalty, to attend classes and to participate in any college function, except to participate in graduation exercises, receive a degree or to receive academic credit for courses taken during the semester in which the violation is alleged to have occurred.

12. A right to elect to be tried separately where he is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense requests a separate trial, they may be tried jointly or separately as the Council directs.

13. A right to present evidence of extenuating circumstances.

14. A right to an acquittal unless at least four out of five members of the Council believe that the charge or charges against him have been proved beyond a reasonable doubt.

15. A right, in event of acquittal, that the minutes and recordings of his trial be destroyed promptly.

16. A right to request the Dean of the Law School to review a finding

of guilt and the propriety of the penalty. This right must be exercised promptly after notification to the accused of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any Law School function while his request is under consideration.

17. If a review by the Dean does not satisfy the accused, he may further appeal to the President of the College. This right must be exercised promptly after notification to the accused of the penalty. The request should be made in writing and should state clearly the reasons relied upon for reversal or modification. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any Law School function while his request is under consideration.

Duties of the Accused

If he elects to stand trial, the accused shall be under the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.

2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him to the probability of a criminal prosecution, in which

case the accused, if he does not wish to answer, shall so state.

Rights of the Accuser

1. An accuser shall have the right to appear as a witness and present his case so that he can satisfy himself that his complaint is being properly heard.

2. He shall have a right to be advised of the final decision.

Conduct of Trial

1. Every trial shall be conducted by a Council of five members. Should any of the regular members be unavailable, the Chief Justice, with the advice of the members who are available, may appoint any member of the student body as temporary member of the Council for the duration of the present trial. In the absence of the Chief Justice, the Assistant Chief Justice shall perform all the functions that would otherwise be performed by the Chief Justice. In the absence of both the Chief Justice and Assistant Chief Justice, the remaining members shall elect an acting Chief Justice.

2. The Chief Justice of the Council shall preside, unless disqualified.

3. The accused and all witnesses shall be reminded that lying in a Judicial Council trial is itself a violation of the Honor Code.

4. The initial questioning of the accused and witnesses shall be done by the Chief Justice. When he is through questioning, each member of the Council shall be given the privilege of asking additional questions. Then the accused may ask additional questions and so on, until all parties are satisfied

that the witnesses can furnish no further information. Hearsay evidence may be heard at the discretion of the Chief Justice, when some useful purpose may be served thereby, and there is some guarantee of its reliability. The Chief Justice shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedure set forth above.

5. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine them during the course of the trial.

6. Witnesses may be recalled by the accused or at the discretion of the Chief Justice of the Council.

7. No trial shall be held on Sunday or any religious holiday if anyone connected with the trial objects in good faith to its being so held.

8. Any student who in the opinion of the Council refuses to testify or who refuses to testify frankly and fully shall be liable for appropriate action by the Judicial Council.

9. If four or more of the five members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he shall be deemed guilty as charged; otherwise, he shall be acquitted.

10. The Council, after having found an accused guilty, shall by a majority vote of the Council recommend the penalty. In determining guilt or innocence, it is not proper to consider extraneous matters.

11. If the finding be one of guilt, that fact shall be reported in writing to the Dean along with the recommended penalty and any alleged extenuating circumstances. The accused should be notified only of the finding of guilt and told that the Dean will in due course notify him of the penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

12. If the finding be one of innocence, the accused and the accuser should be notified of that finding.

13. There shall be no spectators at trials held by the Judicial Council. At the request of the accused, an observer acceptable to the Dean shall be permitted to be present during the trial. In such an event, the Dean may also designate a suitable person to act as an observer for the Law School. Observers shall take no part in the proceedings and shall not be present during the deliberation of the Council.

14. A Justice of the Council, appointed by the Chief Justice, shall take and keep minutes of the proceedings. Recording devices may be used if they are under the control of the Council.

15. If the accused is acquitted, the minutes and recordings of the meeting shall be immediately destroyed.

16. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council. A member may also disqualify himself or may be disqualified by the Chief Justice because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.

17. No member of the Council shall

communicate in any way with any person not a member of the Council about any case while the case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

18. A failure to follow any of the above stated rules shall be grounds for a mistrial unless, by unanimous vote of the Council, such failure is not prejudicial to the accused.

Penalty for a Breach of Honor

A violation of the Honor Code is normally punished by dismissal from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. Lesser penalties may be imposed at the discretion of the Council.

If, after trying a case, four of the five members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Judicial Council shall immediately report its findings and recommendation to the Dean.

After reviewing a case, the Dean shall notify the accused of the *final* verdict and penalty. Penalties shall be imposed promptly and, in the case of dismissal, the Dean shall have the Registrar informed and shall have the facts recorded on all official records. These actions must take place within two weeks of the Council's verdict.

Public Notice of Actions Taken

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the

penalty shall be sent to the Editor of the *Amicus Curiae* along with a request that it be printed in a conspicuous place in that paper. The notice shall make no mention of any names.

Reopening Cases

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case, and provided further that such evidence in the opinion of the majority of the Council would be apt to change the verdict of the original trial. In such cases, either the accused or the Dean may ask that the case be reopened, or the Council may reopen the case *sua sponte*. If a case is reopened after the expiration of two weeks from its completion before the Council, it shall be tried anew. A verdict of innocent is not subject to reopening.

Stale Cases

Any breach of honor alleged to have been committed more than four months before complaint shall be disregarded unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial. No action shall be taken on a complaint filed more than twelve months after the alleged violation.

Amendment

Amendment of these procedures requires a majority of the Judicial Council.

PROCEDURES FOR INTERPRETING THE STUDENT BAR ASSOCIATION CONSTITUTION AND BYLAWS

Petition

Any member of the student body may petition the Judicial Council for determination of a controversy arising under the Constitution or Bylaws of the Student Bar Association.

The Judicial Council shall post a notice that such petition has been received. The petition shall set forth the nature of the controversy with particularity, indicating the section or sections of the Constitution or Bylaws under which the controversy arose.

Certification

The President of the Student Bar Association, the Executive Council, or the Dean of the Law School may certify questions arising under the Constitution or Bylaws of the Student Bar Association to the Judicial Council for a determination thereof.

Disposition of Controversies

1. Petitions or Certification -- upon receipt of a petition or a certified question, the Judicial Council shall determine the nature of the controversy, and:

- a. in the case of a substantial controversy, conduct a full and open hearing; or
- b. in other cases, conduct a closed hearing or provide for summary disposition.

2. Where a full and open hearing is deemed proper:

a. such hearing shall be held not before the expiration of two (2) school days nor more than four (4) school days from the day the Notice of Hearing is posted by the Council.

b. each party representing petitioner and respondents shall be limited to 15 minutes of oral argument exclusive of questions asked by members of the Council. The names of all persons presenting oral arguments must be given to the Chief Justice of the Judicial Council at least 2 hours prior to the time set for hearing.

c. the members of the Judicial Council may at any time during the proceedings ask questions of all participants; however, no questions shall be directed to any member of the Judicial Council during any part of the proceedings.

d. the Chief Justice of the Judicial Council shall conduct the proceedings and act as presiding officer.

3. Upon completion of the proceedings, the Council shall within 2 school days render and post its decision throughout the School.

Appeal of Decision

1. Within 2 school days after the posting of the decision, either party may submit to the Judicial Council a Petition for Reconsideration, setting forth with particularity the grounds for reconsideration.

2. The Council shall in its discretion determine the disposition of the

Petition for Reconsideration and render its decision accordingly.

Amendment

Amendment of these procedures requires a majority of the Judicial Council.

CONSTITUTIONAL PROVISIONS

ARTICLE VIII OF THE CONSTITUTION OF THE STUDENT BAR ASSOCIATION RELATING TO THE JUDICIAL COUNCIL AND THE HONOR CODE

Section 1. The judicial power of the Association shall be vested in the Judicial Council to be composed of a Chief Justice and five Associate Justices. Issues arising under or connected with:

a. the interpretation of this Constitution and Bylaws pertaining thereto

b. the dismissal of officers of the Association

c. the application of the Honor Code to the members of the Association

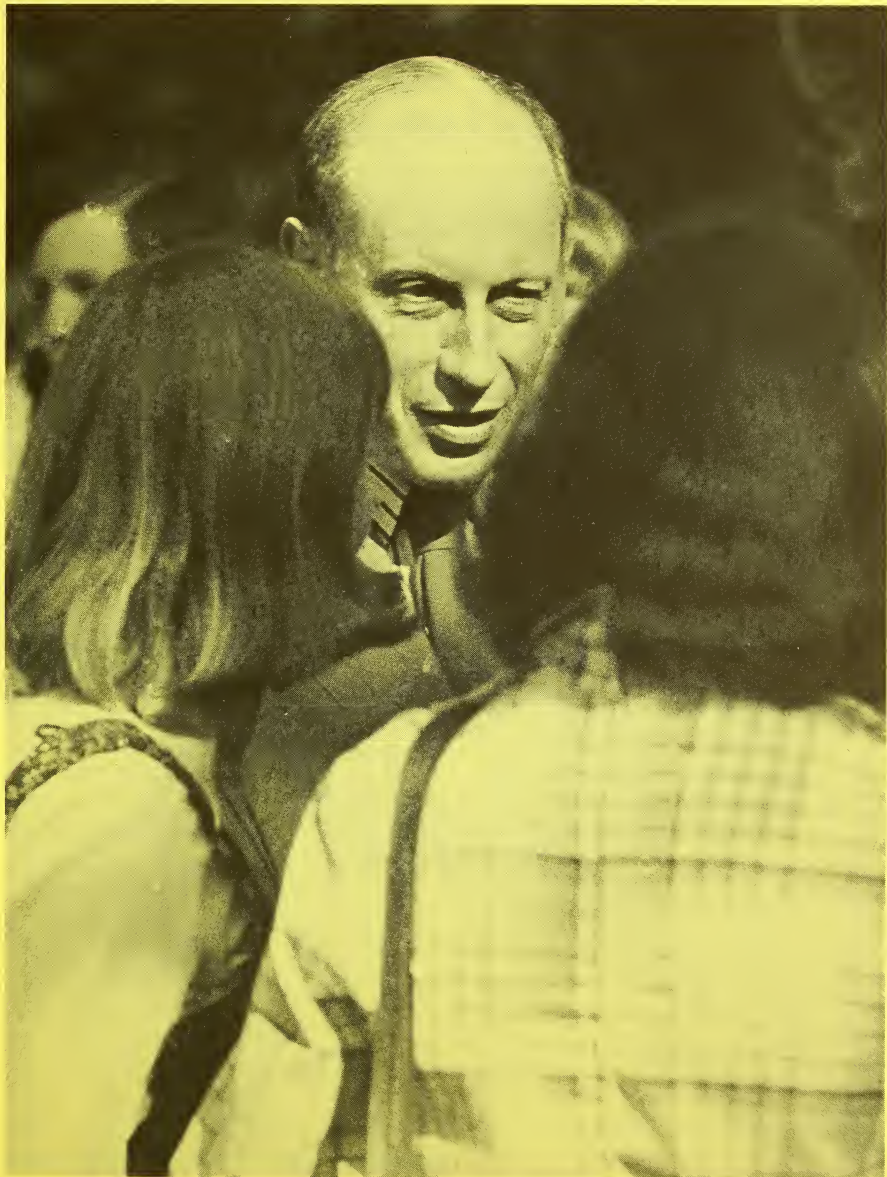
shall be adjudicated by the Judicial Council.

Section 2. The dismissal of any officer or member of the Board of Directors of the Association shall be based upon a unanimous finding by the Judicial Council of gross misconduct bringing discredit upon the office and the Law School.

Section 3. All members of the Association are subject to the Honor Code as administered by the Judicial Council.

Section 4. The Chief Justice and the Associate Justices shall be appointed by the President of the Association

with the consent of a majority of the Board of Directors. The Chief Justice and Associate Justices shall hold their offices until they cease to be members of the Association. No member presently holding an office or a position on the Board of Directors may serve on the Judicial Council.





ACTIVITIES

Intramural Sports

All students are encouraged to participate in the intramural sports program, whether in team or individual sports. Entries may be made up from residence halls, schools, sororities, fraternities, or independent groups of individuals. Male students enrolled at the College are eligible to compete in the following intramural activities: badminton, basketball, bowling, free throws, golf, handball, horseshoes, softball, swimming, tennis, touch football, track and field, volleyball, and wrestling. The women's program offers competition in archery, badminton, basketball, bowling, bridge, softball, swimming, tennis, track and field, and volleyball.

The purpose of the intramural program is to offer every student and staff member an opportunity to participate as often as time and interests permit and to provide as inclusive a program as funds and facilities permit. Men's intramurals are under the auspices of the Department of Physical Education for Men and the women's program is planned and administered by the Women's Recreation Association, a student organization, with the assistance of the faculty of the Department of Physical Education for Women.

Reserve Officers Training Corps (ROTC)

Army ROTC provides an opportunity for students to obtain their college degree and earn a commission as an Army officer at the same time. The Army ROTC program is designed to develop leadership and management abilities and enhance those qualities which contribute to the development of a total person—one who can better cope with the rigors of college life as

well as the challenges faced after graduation.

Here are some basic facts that will help to give you a better understanding of the Army ROTC Program:

- ROTC is open to both men and women.
- Freshman and sophomore ROTC students incur no military obligation.
- ROTC is designed to take a minimum of your time.
- Academic credits can be earned by taking ROTC.
- Each ROTC cadet is paid \$2,500 during the junior and senior years.
- ROTC cadets are eligible to apply for 3, 2, and 1-year full scholarships.
- Free flight training is available for qualified cadets to receive their private pilot's license.
- All cadets who successfully complete the ROTC program are commissioned as Army Second Lieutenants.
- ROTC provides another job option at graduation with a challenging position of responsibility and a beginning salary of over \$10,000 per year.
- All books and equipment are furnished free.

Students enroll in ROTC by registering for Military Science classes, just as they would sign up for any other course. Further information is available at the Department of Military Science, Blow Gymnasium, ext. 366 or 368.

Fraternities and Sororities

Because of the smallness of Williamsburg and the campus, social outlets are rather limited and the fraternities and sororities, therefore, assume a fairly important role in the

student social life. Most houses schedule social activities each weekend. In addition, the Interfraternity Council and the Panhellenic Council sponsor all Greek activities, such as dances and concerts, each year for the entire student body. Collectively and individually Greeks participate in campus, community, and national service projects and in student government activities. Also, each house is an active competitor in all the intramural sports.

Self-government is encouraged within the sorority and fraternity systems through the efforts of the Panhellenic and Interfraternity Councils, respectively. Each body is composed of elected representatives from the chapters and is primarily responsible for the establishment and enforcement of rush regulations.

Sorority rush takes place the week following orientation in the first semester, with Fraternity rush following the first week of classes in the second semester. Because of the delayed rush system for fraternities, first-year men are prohibited during the first semester from the Fraternity Complex, except for I.F.C. rush functions.

Even though each fraternity's and sorority's fee differs within specific categories, the overall cost is about the same. The average cost per year after initiation for sororities is \$130.00 and for fraternities about \$150.00. Altogether, sorority or fraternity membership throughout college may cost around \$550.00. To help defray the cost of sorority membership, the Panhellenic Council each year awards several scholarships to sorority women. In addition, Panhellenic awards a scholarship on the basis of scholastic achievement and financial need.

There are 13 chapters of national social fraternities on the campus: Alpha Phi Alpha, Kappa Alpha, Kap-

pa Sigma, Lambda Chi Alpha, Phi Kappa Tau, Pi Kappa Alpha, Pi Lambda Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon, Sigma Pi, and Theta Delta Chi. There are 10 chapters of national sororities: Alpha Chi Omega, Chi Omega, Delta Delta Delta, Delta Sigma Theta, Gamma Phi Beta, Kappa Alpha Theta, Kappa Delta, Kappa Kappa Gamma, Phi Mu, and Pi Beta Phi.

For specific information regarding Greeks, contact the Associate Dean of Students for Activities and Organizations.

"Help Unlimited"

"Help Unlimited" is a program on campus whose purpose is to coordinate the volunteer services presently being carried on by many service and social organizations. "Help Unlimited" attempts to give our volunteer programs new direction and meaning. The needs of the community are determined by close coordination with the public agencies in and around Williamsburg, including its public institutions. The students on campus who have indicated a willingness to participate in volunteer work are matched with these needs to maximize efforts. The program is coordinated by the Associate Dean of Students for Activities and Organizations and in its first year was aided by a grant from ACTION. The program at William and Mary serves as a pilot program for other institutions in Virginia with the aid of the State Office on Volunteerism. It is hoped that, when approached, students will give their time and efforts to make this a meaningful and worthwhile program. For additional information, please call Ken Smith, extension 557.

PUBLICATIONS AND THE MEDIA

Publications Council: Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for the undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Associate Dean of Students for Activities and Organizations, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budgets of the news media and the selection each spring of the editors-in-chief of the publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are: the *Flat Hat*, the *Colonial Echo*, the *William and Mary Review*, the *Amicus Curiae*, the *Colonial Lawyer*, and *WCWM-FM*.

Green and Gold: The freshman register, published by the Senior Class, contains the names, pictures, and addresses of all new students who wish to be included.

Containing campus telephone extensions and information concerning "whom to see about what," the booklet is a helpful introduction to campus life. *Green and Gold* is distributed to the entering students at the first of the year; after that time, upperclassmen and organizations who

wish to purchase the extra copies may contact the Senior Class through the S.A. office, ext. 350.

Flat Hat: A weekly newspaper--edited and written by students--reports, analyzes, and provides commentary on campus life. Distributed in the residence halls, additional copies are available for commuting students and graduate students at the Information Desk of the Campus Center, the Library, and the Switchboard. For information, contact the *Flat Hat* office, Campus Center basement, ext. 280.

William and Mary News: This publication carries all official memoranda of the Administration. Published weekly by the College News Office, copies are available at the Campus Center, the Library, the Switchboard, and the Campus Post Office in Old Dominion Hall. Each issue includes a *Calendar of Events* and a classified advertising section. The News Office is located in Old Rogers Hall. Call ext. 371 for information.

Colonial Echo: The College yearbook, published annually by a student staff, gives an illustrated chronicle of the past year. The *Echo* office is located in the Campus Center (2nd floor, ext. 317) where the annual is edited and, in late spring, distributed to students. The cost of the yearbook is covered by the Activities Fee (included in the Tuition and General Fee) paid by each student.

William and Mary Review: As the College's literary publication, the *Review* is published twice each year by a body of student editors. Entries of short stories, poems, photography, graphics, essays, and reviews are welcomed from all interested students. The *Review* office is located in the Campus Center (2nd floor, ext. 317) where material submitted for publica-

tion is received.

WCWM: 89.1 on your FM dial marks the spot of WCWM, the College's non-commercial radio station. The station is staffed entirely by students and offers a wide variety of music and programming, from rock to classical and from local public service announcements to nationally syndicated newscasts. Special interest programs involving students, faculty, administration are aired regularly. The studios are located in Phi Beta Kappa Hall. Call ext. 544 for information.

Law School Publications

The *Amicus Curiae* is the official SBA newsletter. Published in the form of a bi-weekly newspaper, it is written and edited through the efforts of a volunteer staff. It serves as a forum for student, faculty, and administrative

ideas and provides news of current events in and around the Law School.

The *Colonial Lawyer* is a collection of articles prepared by students of the Law School on a wide variety of topics such as environmental issues, consumer protection law, and international law.

The *William and Mary Law Review* is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary supplements. *The Review* is also the medium for reports on special projects conducted by the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members and promotion to staff is based upon proficiency in legal writing. One semester of degree-earning credit is given for each semester a student serves on the staff.

ANNUAL HAPPENINGS

Black Culture Series

The Black Student Organization each year presents a series of activities designed to expose the community to Black Thought and Art. In the past, the Black Culture Series has featured such outstanding Black speakers as Dick Gregory, Ossie Davis and Ruby Dee, dance groups, gospel choirs, and exhibits of renowned Black artists. A major feature of the Black Culture Series is a talent show presented by members of the BSO for the enjoyment of the community. It is hoped that, through the activities of the Black Culture Series, members of the College and local community will become more aware of the Black Movement in this country and the heritage of our Black citizens.

Book Fair

At the beginning of each semester, the Student Association sponsors a gigantic Book Fair in the Campus Center. Students can buy and sell used books at discount prices. In addition, at the end of the final day, the S.A. sells remaining books at a drastically reduced rate to clear out all the stock. The Book Fair is really a good opportunity for you to save on textbooks and, if you wish, get rid of your old ones.

Convocations

During the academic year, there are two Convocations: one on Charter Day to commemorate the granting of the Royal Charter to the College in 1693, and the second an Honors Convocation held in the spring to recognize those students who have made outstanding achievements in scholarship, leadership, and services to the College and community. All students are urged to

attend these Convocations.

Free University

Free University is described by the Student Association coordinators of the program as "an adjunct to the classroom experience . . . people teaching each other things that are not taught anywhere else on campus." Free University has a schedule of special courses each semester of the academic year. For further information, contact the S.A. office, ext. 350.

Homecoming

Probably the largest weekend of the year for activities and events, Homecoming signals the return of many alumni and friends to the William and Mary campus. A major attraction of the festivities is the Homecoming Parade where campus groups including fraternities and sororities vie for prizes and awards in float competition. The highlight of the day is the football game with the crowning of the Homecoming Queen by President Graves. Following the game, fraternity and sorority houses are open for receptions in honor of returning alumni. The weekend also features a dance and concert in William and Mary Hall sponsored by the Student Association.

Midwinters

Each winter (sometimes close to Spring!) the Student Association and Senior Class sponsor the Midwinters Dance, a college-wide event in the likes of the Homecoming Dance. Usually, continuous music is provided for the dance by two of the more popular bands in the area and, when feasible, a rock concert is scheduled to make Midwinters a weekend affair.

Parents' Weekend

The Association of Parents (to

which your parents automatically belong because you are a student here) and the Student Association co-sponsor an annual Parents' Weekend. The date is set for a weekend in the fall, usually October, when the weather is normally lovely so that your parents may enjoy being in the surrounding areas as well as visiting the campus. The program, planned by a joint student-parent committee, includes academic and social contacts with faculty and administration, discussion groups, a picnic lunch, and entertainment. Altogether, the activities of Parents' Weekend enable your parents to become better acquainted with student life on this campus. Dean Moseley serves as the coordinator of the special event and as administrative liaison to the Parents' Association.

Physical Education Night

Each year, the P.E. Majors Club and the Departments of Physical Education sponsor an evening of physical education for the benefit of the local and College communities. Past performances have included the Danish and Marvateen gymnastic teams and the Philadelphia Atoms soccer champions. Proceeds from P.E. Night are used to sponsor a summer high school athletic trainers' clinic.

Raft Debate

The Philosophy Club each year sponsors the lively competition known as the Raft Debate. The debate participants are three faculty members, each representing one of the three major disciplines: humanities, social sciences, and natural sciences; a Devil's Advocate; and a moderator. The scene is a raft in the middle of the ocean with room for only one person. The participants argue the various merits of their respective disciplines, the Devil's Advocate arguing that *none* is worth anything at all. After the debate, the audience determines through its applause who should survive. The Raft Debate is held in April of each year--don't miss it!

Yule Log Ceremony

The annual Yule Log Ceremony, sponsored jointly by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the Christmas Recess. The ceremony consists of the lighting of a tree on the rear portico, singing of Christmas carols, reading from the Scripture, a brief history of the Yule Log Ceremony, and the bringing in of the Yule Log. The ceremony culminates with the serving of hot cider and cookies and more singing of carols.

FOR YOUR ENTERTAINMENT

Student, Faculty Exhibits

Andrews Hall houses throughout the year displays of art work by students and faculty members of the Fine Arts Department of the College. In addition, collections of art from outside the College are regularly exhibited. The exhibits range from paintings to pottery and are always open to students with no admission charge.

Botetourt Gallery and Museum; Special Collections

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. Included in the collections are paintings of the Bolling and Randolph families, which are on permanent exhibit, and others from among the College's collection.

The Botetourt Museum houses many of the College's artifacts, such as the mace and the boundary stone, in addition to featuring special exhibits from the Library's holdings or on loan from other institutions.

The balance of the Bolling-Randolph Family Portraits hang in the *Virginia Room* which also contains the Virginia Collection. The collection is noteworthy for its special relevance to the Commonwealth of Virginia.

The *Tucker-Coleman Room* is a tribute to the late St. George Tucker, second law professor of the School of Law, and members of his family. In it you may find books from his personal library in addition to interesting items of personal and family memorabilia.

The *Rare Books Room* houses a portion of the College's general rare books' collection.

Twentieth Century Gallery

The Twentieth Century Gallery,

located at the corner of D.O.G. and Henry Streets, features commercial exhibits for display and sale. The works are both those of local artists and imported. It is a great place for unusual and valuable gifts.

The Sidewalk Art Show; The Occasion for the Arts

The Sidewalk Art Show and the Occasion for the Arts are outdoor art and crafts displays held every year in the Merchant Square section of the Duke of Gloucester Street. The Occasion, held in the fall, is sponsored by the Chamber of Commerce; the Sidewalk Art Show is held in April under the auspices of the Junior Woman's Club.

Both shows are exciting and interesting, lending an air of festivity to the city of Williamsburg. Students, in addition to many local and non-local artists, may exhibit and sell their arts and crafts by contacting the sponsoring organizations. Of the many things to do in Williamsburg, these two art festivals are musts!

The Abby Aldrich Rockefeller Museum

The Abby Aldrich Rockefeller Museum, located on Francis Street adjacent to the Williamsburg Inn, houses a collection of American Folk Art. Some of the displays are permanent while others are short-termed. Especially interesting and unique are the Christmas displays. Your College I.D. will serve as your admission ticket.

Anthropology Department Museum

The Anthropology Department has a room in the basement of Washington Hall which is designated the Harley Museum and houses a general African anthropological collection. Because

many of the artifacts are not encased, the Museum is always locked when not in use. However, you may browse through it with the permission of any of the professors in the Department.

The first floor of Washington Hall is lined with cases containing finds from the site of Flowerdew 100, a local archaeological project.

Classics Library

The Department of Classical Studies' Museum-Library houses two collections of Latin and Greek books, in addition to several interesting artifacts. Though the door is locked, you may ask a member of the Department to admit you.

Speakers' Series

Student Association Speakers' Series: Each year, the S.A. brings to campus two or three prominent and, sometimes, controversial speakers. Past appearances have included John Dean, Bernadette Devlin, William F. Buckley, Jr., and Ramsey Clark. In addition, the S.A. invites individuals in state and local government to address the student body. S.A.-sponsored speakers' programs are open to the student body at no charge.

Committee on Lectures: The college-wide Committee on Lectures awards grants of \$150 to organizations and departments in an attempt to supplement efforts to defray the costs of honoraria and other expenses for guests. Very often speakers from neighboring institutions, embassies, local businesses, etc., can be obtained for nominal expenses and, when possible, organizations use the \$150 grant to sponsor more than one speaker.

To apply for a grant from the Committee on Lectures, submit a brief

account of the type of speaker desired and the purposes for which the guest is being invited and submit the request to the Chairperson of the Committee.

Project Plus Forum: The Project Plus Forum, a constituent part of the regular Project Plus academic program, focuses on the yearly theme selected by members of the Project. The single forum plays a unifying role for the members of the Project and serves as a vehicle for lectures by faculty from outside as well as from within the Project, for guest lecturers from beyond the College, and for films, debates, special programs, and common reading. The forums, held on Wednesday nights in Millington Auditorium, are generally open to all students.

College-Wide Reading Program: The College-Wide Reading Program is an attempt on the part of students, faculty members, and administrators to foster a sense of community within a setting unrestricted by roles or particular disciplines. A steering committee selects a theme around which to develop an integrated program, consisting of several readings, various speakers, and occasional weekend retreats. Though participation is voluntary, you are strongly encouraged to take advantage of the opportunity afforded by the C-WRP for extracurricular involvement in a program that is stimulating and rewarding.

Visiting Scholar Series: The Visiting Scholar Series features each year individuals who have attained a high degree of prominence and expertise in their chosen fields. Notice of their speaking engagements is posted in conspicuous places around campus.

In addition to college-wide lectures, many departments and schools host speakers who have developed special proficiency within their respective disciplines. Notice of these lectures is posted on departmental bulletin boards and in the *William and Mary News*.

William and Mary Choir and Chorus

The nationally renowned William and Mary Choir and the William and Mary Chorus provide interested students the opportunity to participate in superb choral presentations annually while, at the same time, furthering their musical ability. In addition to the honor and the aesthetic satisfaction which membership in the organizations bestows, students may receive academic credit for their participation.

The Choir is a coed organization while the Chorus is all female. At Christmas and in the spring, the two groups present a joint concert, and these performances are known for their consistent artistic excellence. Tickets for Choir and Chorus concerts may be purchased prior to the performances from any member and a limited supply of tickets is available at the Phi Beta Kappa Hall Box Office on the nights of the performances. For further information about programs and auditions, contact Prof. Frank Lendrim in Ewell Hall.

The William and Mary Band

The College Band serves as a dual organization during the academic year. For the football season, the Band performs as a marching unit and is highlighted in pre-game and half-time shows and parades, appearing at both home and "away" games. After the football season, the Band functions as a concert organization, presenting

formal and informal concerts on campus and on tour. Band members may receive academic credit for their participation in the band while, at the same time, enhancing their musical abilities. Auditions for the Band are held each fall. The Band is under the direction of Professor Chuck Varner whose office is in Ewell Hall.

The William and Mary College-Community Orchestra

The William and Mary College-Community Orchestra is an organization devoted to the study and performance of the best in orchestral music. The organization consists of a chamber orchestra and smaller ensembles composed of the more advanced players. In addition to its annual concert, the Orchestra participates in many of the William and Mary Theatre productions and special performances in the community. For further information, contact Mrs. Dora Short in the Music Department.

Recitals

Each year, senior students enrolled in music classes participate in recitals which are open to the general public at no admission charge. The recitals are usually held in the Campus Center Ballroom. Soloists in piano, voice, strings, woodwinds, and brass perform masterfully. For further information, contact the Music Department.

Sinfonicon

Sinfonicon, representing the combined efforts of Phi Mu Alpha Sinfonia and Delta Omicron, presents a Gilbert and Sullivan operetta each year. Recent past performances have included *Iolanthe*, *Patience*, *The Mikado*, *Pirates of Penzance*, and *Ruddigore*. The operettas are held in Phi Beta Kappa Hall.

Concerts

Organ concerts are presented every Saturday morning in Wren Chapel. These concerts are free and open to all members of the College community.

On Tuesday and Saturday evenings during the year and on Tuesday, Thursday, and Saturday evenings during the summer, Bruton Parish Church hosts a concert series known as *Bruton by Candlelight*. The concerts feature a wide selection of musical presentations and are open to the general public at no cost. Concerts begin at 8:00. (The Church opens at 7:30, but some students prefer to remain outside and listen from the Church yard.)

Many other concerts are hosted by Colonial Williamsburg each year. Presentations are rich and varied with musicians of all types participating. Special emphasis is on colonial music, with the drum and fife corps performing frequently. For information about these concerts, check *How to See Williamsburg This Week* (copies available at the Campus Center, Information Center, and throughout C.W.).

The William and Mary Concert Series

The William and Mary Concert Series, sponsored by the Committee on Concerts, presents annually a wide variety of musical features. The programs, which range from full symphony orchestras to soloists in dance and music, are known for their high calibre of professional artistry and uniqueness of offerings.

William and Mary students may buy season tickets for \$10 and patrons for \$15. General admission tickets, if available, are \$3 for William and Mary students, staff and faculty and \$4 for other patrons and may be purchased at the Box Office of PBK Hall on the

nights of performances. All concerts are in Phi Bete and begin promptly at 8:15 p.m.

The Sunday Series

The Sunday Series, also sponsored by the Committee on Concerts, presents several concerts annually. The program features artists in different and unusual musical fields; the focus is primarily on individual performers, with both rising and professional artists performing each year. Recent performances have featured the harpsichord, recorder, harpists and other conventional/non-conventional musical instruments/instrumentalists.

The concerts are held on Sunday afternoons in the Campus Center Ballroom, beginning at 4 p.m., and are open to the general public. Though there is no admission charge, a silver collection is taken at the end of each performance.

Other Concerts

William and Mary Hall hosts a number of concerts per year, ranging from rock to folk to whatever else is happening. Recent concerts have included the Grateful Dead, Jefferson Starship, Joni Mitchell, and Cat Stevens. Tickets for Hall events may be purchased at the Box Office.

Still other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington, a convenient 3-hour drive from Williamsburg. If you need transportation, check the bulletin board in the Campus Center because many notices of rides are posted there.

The Cry of Players. . .

William and Mary Theatre: The William and Mary Theatre presents four plays each season, and students are invited to audition for any of the productions. The plays are directed by members of the faculty of the Theatre Department, assisted by student directors. Technical work is done almost exclusively by students under the auspices of the Department of Theatre and Speech.

In addition to the four season plays, the William and Mary Theatre hosts two professional travelling shows each year. Students may purchase season tickets for all six shows at \$12 or for the four William and Mary productions at \$7. Additional tickets, if available, are sold at the Box Office in PBK Hall during the week of the performance and prior to each nightly performance. The curtain rises promptly at 8:15 p.m.

Premiere Theatre: Premiere Theatre each year presents a series of original plays written and produced by students. In addition, students do all the acting, directing, and technical work. The emphasis in Premiere is on developing theatrical talent. Selection of plays is by a committee of several students and a faculty advisor.

Director's Workshop: Director's Workshop is the lab portion of the Theatre Department's directing course. Well-known plays by prominent artists are directed by students with all-student casts. Productions are in Phi Beta and William and Mary students are admitted without charge.

Backdrop: The Backdrop Club, a group of students who participate regularly in theatre, music, and dance,

each year sponsors an original or well-known production. Backdrop allows interested students to combine their musical and theatrical talents. Recent productions include *Zorba*, *Marat Sade*, and *Cabaret* in addition to several original plays by students at the College. Backdrop auditions and plays are held in the spring.

For further information regarding participation in or presentation of William and Mary productions, contact the Theatre Department.

The Williamsburg-Players: The Williamsburg Players is a community-based theatrical group which presents 4 to 5 plays annually in the community. Students are invited to audition for and/or attend these productions. Further information may be obtained by calling 229-1679.

Campus Movies

The Student Association Film Series presents each week of the regular session a top-rated current film and, as a second feature, a classic or foreign film. Last year's series featured such films as *The Sting*, *The Great Gatsby*, *Murder on the Orient Express*, and *Blazing Saddles*, and a number of Bogart, Marx Brothers, and Chaplin greats.

S.A. films are shown each Friday night (except as noted on the film schedule) in William and Mary Hall. Admission is by season pass only, which can be purchased for a nominal fee at registration and validation, the Campus Center front desk, the S.A. office, or on any film night. All William and Mary students, staff, and faculty members with a current I.D. may purchase tickets.

Other Films

Several campus organizations and departments sponsor films for the College community on a regular basis. Included among these are Civilization films, Audubon films, Outing Club films, and French House and German House weekly films. Check the *William and Mary News* Calendar for up-to-date information.

The Williamsburg Theatre, located on the Duke of Gloucester Street, shows first-run films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Martin Cinema, located in the Monticello Shopping Center, is a double theatre which always features two current films. Transportation to the Cinema is available via the JBT buses.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas. Though access to these is limited by their distance, students with cars will have no problems as each is within an hour or so of Williamsburg.

Check the *Daily Press* and *Richmond Times-Dispatch* for listings of theatres and films.

Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, slide shows. Students, by presenting their current I.D. cards, are able to take advantage of these offerings at no cost. In addition, students may ride the C.W. buses, which often proves to be both enjoyable and convenient. The taverns in C.W. feature delicious meals in Colonial Virginia style and are within walking distance of the College.

Information about C.W. can be obtained by calling the information Center at 229-1700.

Busch Gardens

A new entertainment center opened last year after almost two years of construction: Busch Gardens' Virginia home, *The Old Country*. Presenting a panoramic view of England, France and Germany, the theme park is located on US Route No. 60, adjacent to the Anheuser-Busch Company, five miles East of Williamsburg. During the summer the hours are 10 a.m. to 10 p.m. and, after September 1, from 10 a.m. to 6 p.m.

FOR YOUR INFORMATION

Announcements

If you wish to have announcements made, you may utilize several sources:

William and Mary News, ext. 371

The Flat Hat, ext. 280

Local newspapers

WCWM, ext. 544

Local radio stations

In addition, the S.A. and the Campus Center publish a large monthly Calendar of Events on which your activity may be posted, and the S.A. film series director makes announcements before the films every Friday night. Call the S.A. office, ext. 350, or the Campus Center, ext. 235.

Bicycles

Bicycles, which have always been popular at William and Mary, provide a convenient form of transportation and exercise, while at the same time allowing you to avoid the hassles of getting to class late or trying to park a car. Remember, however, that all bikes must be registered with the city of Williamsburg. Bike registration is at the Municipal Building, 412 North Boundary Street, and costs \$1.00. Be sure to take your bike with you when you register it.

Bicycle theft, especially of 10-speed bikes, unfortunately occurs on campus and in the City. Always lock your bike, preferably to a post, tree, or railing. Remember that you cannot keep your bike in the hallways (fire regulations), but you may leave it in your room when school is not in session (such as, during the Christmas break). Bikes may *not* be left in the rooms over the summer.

Booking Bands

If you wish information on bands or the procedure for booking bands, call

the S.A. (ext. 350), Ken Smith (ext. 557), or the Hoi Polloi (229-9585).

Buses

The William and Mary bus system provides free transportation for all William and Mary students. There are two routes, each with its own schedule. Buses with GREEN signs in the window serve the Williamsburg and Monticello Shopping Centers with stops at Blow Gym, Barrett, duPont, the Commons, and the Fraternity Complex. Buses with YELLOW signs serve Ludwell Apartments with stops at the Bookstore, Brown, William and Mary Hall, the Commons, and duPont. The buses run approximately every half hour from 7 a.m. to midnight (later on weekends) but, for exact times, check the schedules printed in the *William and Mary News*. Because buses have been known on occasion to run late, try to take earlier buses for classes and other events with special hours. If you are waiting for a scheduled bus and it doesn't show within a reasonable length of time, call the Plant Office at ext. 383.

Bus Rental

Student organizations wishing to rent College buses must fill out the necessary forms in the Office of Student Activities. The request will then be forwarded to the Maintenance Department and, if available, a bus and driver will be provided.

Checks

Checks (maximum \$25) may be cashed on a limited basis at the Treasurer's Office in James Blair Hall. Local banks and merchants will generally cash student checks provided you have your College I.D. with you.

The College and most Williamsburg stores accept checks in payment.

Many businesses will accept checks for more than the amount of purchase; however, the willingness to do so usually depends on how much cash in on hand, so always be sure to find out whether the store will accept a larger check before writing it.

The main Post Office usually won't accept any kind of check, so try to carry cash for business there.

College Name

Any organization(s) or individual(s) who wishes to use the College name in any manner whatsoever, other than to identify himself or herself as a student or student organization of the College, can do so *only* at the *express* direction or with the permission of the President of the College or his designated agent. In this context, it is important to note that the President is the official spokesperson for the College and, as such, can disclaim any implicit or explicit use of the College's name which he or his agent has not authorized. It is also important to point out that College organizations represent themselves, *not* the College.

(See also, *Statement of Rights and Responsibilities*, III, E.)

Contracts

Students or student organizations may not sign contracts in behalf of the College or organizations whose main source of revenues is derived from the Student Activities Fee. If you or your organization need to have a contract signed, submit it to the Associate Dean of Students for Activities and Organizations (Campus Center, ext. 557) for review and proper signature. The College will not assume any responsibility for fees or damages resulting from contracts signed by unauthorized persons.

Day Students

All of the offerings of the campus, other than those specifically related to residential living, are available to day (non-resident) students, consisting of the following groups:

- (1) Those whose homes are in the area and who reside with their parents or guardians
- (2) Those sophomores, juniors and seniors living off-campus
- (3) Married students
- (4) Graduate students

Off-campus student records related to local housing and telephone numbers are maintained in the Office of the Associate Dean of Students for Administration on the second floor of James Blair Hall.

Departmental Offices

Departmental offices maintain files related to graduate work in the field or other related areas. Check also with your department for information relating to special programs, degree requirements, and other academic matters.

Distribution of Literature on Campus

The distribution of any literature on campus must be conducted only by an officially recognized College organization. Any non-College organization or individual wishing to distribute literature on campus must be approved by the Associate Dean of Students For Activities and Organizations. In addition, some non-College distributors must be sponsored by an officially recognized College organization.

(See also, *Statement of Rights and Responsibilities*, III, E.)

Foreign Students

William and Mary includes among its student body a number of students

from other nations. These students are quickly integrated into the College community, living for the most part on campus and attending regular classes. Special orientation programs for foreign students are sponsored by several departments and individuals. In addition, the Foreign Student Advisor, Dean Deery, serves as counselor to foreign students, advising them on all matters of concern, while at the same time coordinating plans for social and enrichment programs.

Handicapped Students

The College serves an increasing number of handicapped students. Special programs, counseling and other services related to the handicapped are provided by Dean Moseley, whose office is on the second floor of James Blair Hall.

Identification Cards

College "I.D.'s" are absolutely essential for almost everything at the College and especially for any sort of financial transaction. Your "I.D." will be prepared for you in the 'fall through the Registrar's office. During the year, if you lose your "I.D.," be sure to report the loss immediately to the Registrar and a replacement will be ordered for you; if you withdraw, you are expected to turn in your "I.D." at the time of withdrawal.

Identification cards are non-transferrable (i.e., you can't lend yours to anyone else). If someone else is caught with your "I.D.," it will be taken away from that individual and an appropriate penalty will be levied against you and/or the person who has possession of your card.

In-State Residency

If you are originally an out-of-state student and you can now qualify for

Virginia residency and wish to do so, complete the necessary form in the Treasurer's Office.

Insurance

You are strongly urged to carry insurance on your personal belongings. Your parents may be able to attach a rider to their homeowners' policy, or you can probably find a special policy for individuals living in residence halls or apartments.

It is also advisable to carry health and accident insurance. The College of William and Mary sponsors a Student Health Insurance Plan that supplements coverage of costs incurred outside of the Student Health Service. The details of this plan are described in a separate brochure which is available at the Student Health Center. It is strongly recommended that every student, married or single, be covered either by a family policy for expenses beyond those of the Student Health Service or by this policy which is available at a very nominal fee.

Loan Funds

The Office of Student Aid has two loan funds which are available to students. The first is a small cash loan fund whereby students who find that they are short of cash may borrow from \$10-\$15 for brief intervals of time. The other loan fund, the Emergency Loan Fund, allows students to borrow larger amounts of money, the exact amount to be determined by the Director of Student Aid on the basis of an application which the interested student must complete. The loan is interest-free and is usually good for a period of 30 days, although the time may be extended in exceptional situations. If you are interested in either loan, contact Mr. Looney on the third floor of James Blair Hall.

The Student Association also provides a loan and "bail-bond" fund for students. Call ext. 350 for further details.

Panhel has a loan fund which is available to any sorority member. Contact Ken Smith, ext. 557, for more information.

Lost and Found

The Campus Lost and Found is located at the Security Office. If you realize, however, that you have lost something very recently, you might check with the people in charge of the building in which the loss occurred. Otherwise, contact the Office of Security.

Mail Service

The Campus Post Office is located in the basement of Old Dominion Hall. Students may rent boxes at a cost of \$3/semester, \$5 for the nine-month academic year, or \$6 for the 12-month year (beginning in September only). Students may also choose to receive their mail at the general delivery window at no cost, but be certain then that all mail is addressed to College Station--not general delivery. To obtain a mail box, pick up the appropriate form at the Campus Post Office; fill it out and pay the rental fee at the Treasurer's office; return the receipt and form to the Post Office and, as long as the supply holds out, you will be assigned a box.

(If you prefer, you may obtain a box at the Williamsburg Post Office, Zip Code: 23185.)

The College Post Office does not sell stamps or handle outgoing mail. In addition, many types of mail (i.e., C.O.D., certified, etc.) are not handled by the campus station. All these services are available at the Post Office on Henry Street. The College

will inform you of any packages or letters which you need to pick up at the main Post Office.

Sample campus addresses are as follows:

Ms. Jane Doe
Box 350
College Station
Williamsburg, Virginia 23186

For general delivery:

Ms. Jane Doe
College Station
Williamsburg, Virginia 23186

Motor Vehicles

All students, both resident and commuting, who operate a motor vehicle on campus must register it with the Campus Security Police by the third day of classes. Registration must be completed at the Campus Security table during registration for classes or, thereafter, at the Campus Security Office. Any motor vehicle brought onto campus after the academic year begins must be registered at the Security Office. A uniform fee of \$5.00 is charged all individuals operating motor vehicles on campus, except those who choose to park at W&M Hall or the Common Glory lot, for which the fee is \$1.00. College regulations are applicable to all motor vehicles parked on College property.

Out-of-state students must have Virginia plates if (1) they live off-campus or (2) they work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) If you are an out-of-state student and not employed here in Virginia, you may drive on your home state's license for a period of six months; if you hold either a full or part-time job, your out-of-state license will be valid for a period of 60 days

only. You may obtain a state car tag (cost \$15) and a Virginia Drivers' License (fee: \$9) at the Division of Motor Vehicles, 147 Penniman Road. Further information may be obtained by calling 229-9674.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, are obtained at the Office of the Commissioner of Revenue, located in the Courthouse at 321-45 West Court Street (phone 229-1626). City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

Music Listening Rooms

Music listening facilities are available in the Campus Center and the Library. See the section on each for further details.

Newspapers and Magazines

If you wish to subscribe to a newspaper, you may do so immediately after registering for classes. During registration, the lobby in William and Mary Hall is usually filled with organizational and special interest tables of all sorts. Several local newspapers, including the *Richmond Times-Dispatch*, *Richmond News-Leader*, *Daily Press*, and *Times Herald*, plus the *New York Times* and the *Washington Post*, have representatives with whom you may enter a subscription for the academic year. In addition, notices are posted in residence halls, the Campus Center, and academic buildings, telling you whom to contact for newspaper subscriptions; many notices also include a sign-up list. Delivery of newspapers is to your

residence, and payment is generally arranged at a later date.

Magazines should be sent to your campus P.O. address. Many magazines offer special subscription rates to students. For further information, check the bulletin boards in the academic buildings and especially in the Campus Center.

Notary Services

Should you need to have anything notarized--such as absentee ballots--this service is provided free of charge to students. Contact Dean Moseley's secretary who is a Notary Public and will be glad to help you.

Off-Campus Housing

The College maintains an off-campus housing referral service to aid students in the search for apartments and rooms in the Williamsburg community. The service, located in the Office of the Associate Dean of Students for Administration, is available to all students on a nondiscriminatory basis.

In addition, there are other sources of information on places available for rent, including the Campus Center "Personals" Bulletin Board where cards are posted regularly for available apartments and rooms, the classified sections of the *William and Mary News*, the *Virginia Gazette*, and the *Daily Press*.

Parties

Any party at which alcoholic beverages will be served *must* be registered with and approved by the Associate Dean of Students for Activities and Organizations. The procedure for scheduling rooms is in the section by the same title.

Pianos

Pianos for student use are located in many of the residence halls. There are also pianos in Ewell Hall, though first priority for use is given to students enrolled in piano lessons at the College. Some local churches allow students to use their pianos and organs for practice. CaMU can assist you in locating a church in which to practice.

Pots, Pans, Punch Bowls

Students may borrow pots, pans, punch bowls, coffee urns, and kitchen utensils from the Campus Center. Contact Ken Smith at ext. 557 for further information.

Printing; Copying; Xeroxing

The College Print Shop, located behind old Trinkle Hall, provides a variety of print services to members of the College community. Students and student organizations desiring print services must secure a form from the Print Shop which, in turn, must be signed by the Associate Dean of Students for Activities and Organizations. All services must be paid for in advance.

The Student Association provides an inexpensive mimeographing service for the College community. Hours of operation, costs, and any special considerations are posted in the S.A. office (Campus Center basement, ext. 350).

Xerox machines are located in the Campus Center, Bookstore (5 cents/pg.), Law Library, and the Library (5 cents/pg.). In addition, the Audio-Visual Department of the Library provides copy services.

Recognition of New Organizations

In order to use campus facilities, an organization or group must be officially recognized by the College. To

obtain this status, new organizations should see the Associate Dean of Students for Activities and Organizations in the Campus Center who will instruct you as to the procedures you should follow from that point. For general requirements, see *Statement of Rights and Responsibilities*, I.C.

Scheduling Rooms

Any officially recognized campus organization (i.e., the organization's constitution has been approved by the appropriate body) may use College facilities for the purpose of meetings, organizational events, and social functions. In order to obtain the use of any facility, or a room in any facility, an organizational representative must see the Associate Dean of Students for Activities and Organizations in the Campus Center and fill out the necessary form(s). Newly formed campus organizations may use campus facilities for the purpose of an organizational meeting; such a request should be made to the Associate Dean of Students for Activities and Organizations. Non-College organizations wishing to use campus facilities for any purpose must make a request *in writing* to the Campus Facilities Policy and Scheduling Committee, which can be done via the Associate Dean of Students for Activities and Organizations.

Normally, the use of College rooms on a regular or infrequent basis is without charge, except in those cases when *specific technical services* (i.e., wiring for sound, lighting, etc.) are required and such services must be provided by the Maintenance Department. The Associate Dean of Students for Activities and Organizations will be able to tell you what services may be necessary for your purposes. The Campus Center rents the Little Theatre

(\$30/night) and the Ballroom (\$40/night) to College organizations sponsoring dances. Any organization which uses William and Mary Hall for a profit-making purpose must pay a rental fee of \$1,100/event or 10% of "the door". The non-profit use of the Hall by campus organizations is without charge.

Security and Other Related Matters

Campus Security Police: The William and Mary Campus Police patrol the campus 24 hours/day, 7 days/week and are available to students in case of any emergency. They are also responsible for investigating assaults, thefts, disturbances, acts of vandalism, and any other security problems on campus. Their office is located adjacent to and south of Taliaferro Hall behind the Campus Center.

Developing security consciousness in the student body is an important objective of the Director of Safety and Security. "Security consciousness" means acting in a responsible manner, avoiding any potentially or actually dangerous situations. For further information about personal security, check the brochure, *Safety and Security Guide*.

The phone numbers for Campus Security are exts. 550, 596, 597, or 229-2775.

ESCORT: Walking around alone at night isn't safe! Even in William and Mary's idyllic setting there are some security problems. The best protection is discretion: don't place yourself in situations that may be dangerous.

Because students are people and because we can't always do all the things we need to do during daylight hours, we sometimes need to walk

somewhere at night. However, you don't need to walk alone. **ESCORT**, a student-organized, student-operated service that relies exclusively on student volunteers, provides escorts for students travelling anywhere on or off campus at night. You are *strongly* encouraged to use **ESCORT**--office off front lobby of Landrum Hall, ext. 423. For more information, contact the Office of Safety and Security, exts. 550, 596, or 597; or 229-2775.

Supersound: Sometimes, you only need to frighten an enemy away. This can often be accomplished by screaming--unless your voice dies, which it probably will if someone's hand is over your mouth. **SUPER-SOUND**, a screechingly loud sentinel alarm, serves as a signal for help when you're approached or molested. Campus Police will respond immediately to a "supersound" alarm, as will **ESCORT** workers and many other students. You may *purchase* a **SUPERSOUND** in the Security Office. Remember, **SUPERSOUND** is an effective alarm but not a weapon--don't rely on it solely for protection.

NOTE: Any willful use of the sentinel alarm for other than emergency situations is prohibited.

Solicitation and Fund-Raising

Organizations and individuals who wish to sponsor a fund-raising project anywhere on campus must see the Associate Dean of Students for Activities and Organizations *prior* to the event. The Associate Dean is empowered to grant or deny approval of such events. If approval is granted, the procedure for obtaining use of campus facilities is the same as outlined in the section entitled **SCHEDULING ROOMS**.

Individuals or organizations who wish to solicit for charities, sell

magazines, or engage in any activity which might loosely be termed *solicitation* must have their request approved by the Associate Dean of Students for Activities and Organizations.

Non-college functions sponsored in William and Mary Hall (i.e., concerts, circuses, etc.) are handled by the Committee on Campus Facilities Policy and Scheduling.

Student Activities Fee

Every full-time student at the College, both graduate and undergraduate, pays as part of Tuition and General Fees a \$20.00 Student Activities Fee annually. This fee, under the control of the Board of Student Affairs, is appropriated to many campus organizations on the basis of budget requests made to the B.S.A. Finance Committee. The Activities Fee allocation subsidizes the student government associations, student publications, and those service organizations or activities that provide a unique function for the College and/or local community, such as Circle K, Williamsburg Area Tutorial Service, and the Black Culture Series.

Student Aid and Employment

Financial aid in the form of grants and loans is available on a limited basis to William and Mary students. In addition, there are assistantships, fellowships, and scholarships for graduate students. For the most part, assistance is awarded on the basis of need, although a few awards for academic achievement are given annually. For complete information, contact Mr. Looney in the Student Aid Office or the department in which you are doing graduate work.

In addition to student aid, the College participates in a work-study

program through which students can help defray some of their educational costs by part-time employment (usually from 10-15 hours/week) during the academic year. Students seeking employment, either on or off-campus, should stop by the Office of Student Aid.

The positions of R.A.'s (Resident Assistants), available to undergraduate students, and Head Residents, available to graduate and undergraduate students, are salaried. For further information or applications see Dean Morgan and his assistant in the Office of Residence Hall Life.

Students in Head Resident positions are paid semi-monthly, on the 1st and 16th, through the Payroll Office. Assistants should be certain to show their Social Security cards at the Payroll Office by September 1 to avoid delaying their initial paychecks. Scholarships and fellowships are paid through the Treasurer's Office; see the staff in Student Accounts. All students salaried through the Student Aid Office may pick up their checks on the 10th of each month in the Treasurer's Office.

Switchboard

The College Switchboard, located on the first floor of James Blair Hall, is operated 24 hours/day, with full service during the regular session from 7 a.m. until 12 midnight. Between the hours of midnight and 7 a.m., the Switchboard accepts calls from outside the campus but does not connect with campus extensions except for emergencies. While in-coming calls to the Switchboard are put through to campus phones by the operator, phones in the residence halls may be used only for inter-campus calls (i.e., only for College extensions) and, therefore, are available for such use at all hours.

As much as possible, use the Student Directory which contains most of the numbers you'll need. Call the Switchboard Operator, ext. 367, for information assistance *only* for College numbers or in the case of emergencies.

Telephones

If your campus organization wishes to obtain a campus phone, file a request with Ken Smith, Associate Dean of Students for Activities and Organizations.

Tickets and Box Office--Athletic

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend all on-campus athletic events sponsored by the College at no additional cost. Your college I.D. serves as your admission ticket.

Season football tickets for members of your family or friends may be purchased at the Box Office in Cary Stadium. Special discount "date" tickets may also be purchased at the Box Office during the week prior to the game but are *not* sold on the day of the game. The Box Office for basketball is located in William and Mary Hall, and information about basketball tickets may be obtained *prior* to the beginning of the season by calling 229-3396.

Travel Service

Patrick Henry Airport, located 15 miles southeast of Williamsburg off Route 143 and Interstate 64, services Williamsburg with daily flights by Allegheny, 877-9205; National, 877-0201; Piedmont, 887-3212; and United Airlines, 877-6431. Regular limousine service is offered between Patrick Henry Airport and Williamsburg. For information on flight pick-up times and reservations,

call 877-0279. Williamsburg also has a general aviation airport, the Williamsburg-Jamestown Airport, located at 100 Marclay Road, 229-9256, only 3 miles from downtown Williamsburg, with a 3200 foot paved runway.

Bus service to Williamsburg is provided by Greyhound Bus Lines; Trailways services Richmond and Norfolk, connecting with Greyhound to Williamsburg. The Greyhound Terminal is located in the C&O Train Station at the end of North Boundary Street. For information, call 229-1460.

Williamsburg is located on the main line of the Chesapeake and Ohio Railroad (AMTRAK) with connections north and south at Richmond. For schedules and rates, call toll-free 800-523-5720.

Transportation within the city and surrounding communities is supplied by Crow's (or Williamsburg) Taxi Service, 229-3999, and Jitney Cab Company, 220-0300.

Typing

If you need a *typewriter*, the Campus Center has some which you may use. If you need a *typist*, check the bulletin boards in the Campus Center, academic buildings, and residence halls. Typists often post "services available" notices on those boards.

Veteran Affairs

For those among us who are veterans, the College maintains an Office of Veteran Affairs on the second floor of James Blair Hall. For details about veteran benefits and related matters, go by the office to see the Director, Mr. John Bright, or call ext. 515.

Voter Registration

Students wishing to register to vote in the City of Williamsburg should see Ms. Georgia Gordan, 1005 Richmond Road, between the hours of 7:30 a.m. and 4:30 p.m., Monday-Friday (phone: 220-0077). James City County residents should see Ms. Judy Traut-

man (229-3355) in Room 17 of the Williamsburg-James City County Courthouse from 9-12 noon and 1-5 p.m., Monday-Friday.

For absentee ballots, contact the registrar in your voting district. Ms. Presson in Dean Moseley's office will notarize absentee ballots free of charge.



SUGGESTIONS FOR LIVING AT W&M

CLOTHING:

Women's:

| | | |
|--------------------------|------------------------------|----------|
| The Caravan | 513 Prince George Street | 229-5588 |
| Binn's | Merchant Square | 229-3391 |
| Scotland House | Merchant Square | 229-7800 |
| PS Ltd | 759 Scotland Street | 220-2821 |
| Brindle's Ltd. | Rt. 143 | 220-1001 |
| Casey's | Merchant Square | 229-2311 |
| Sidney's | Williamsburg Shopping Center | 220-2190 |
| Southern | Williamsburg Shopping Center | 229-3921 |
| The Owl and the Pussycat | Williamsburg Shopping Center | 229-2140 |

Men's:

| | | |
|-----------------------|------------------------------|----------|
| A & N Store | Monticello Shopping Center | 229-2450 |
| Beecroft & Bull, Ltd. | Merchant Square | 229-7887 |
| Casey's | Merchant Square | 229-2311 |
| Frazier-Graves, Inc. | Merchant Square | 229-1591 |
| Scotland-House, Ltd. | Merchant Square | 229-7800 |
| Cole & Scott | Monticello Shopping Center | 229-7708 |
| Southern | Williamsburg Shopping Center | 229-3921 |

The list includes only those shops within convenient walking distance. Others are located in neighboring shopping centers in the Tidewater area.

SHOE SHOPS:

Shoes can be purchased at most of the above places.

| | | |
|------------------|------------------------------|----------|
| Adams Shoe Store | Williamsburg Shopping Center | 229-0079 |
|------------------|------------------------------|----------|

SHOE REPAIR:

| | | |
|--------------------------|----------------------------|----------|
| College Shoe Shop | 517-A Prince George Street | 229-8335 |
| Williamsburg Shoe Repair | 435 Prince George Street | 229-9175 |

LAUNDRY AND DRY-CLEANING:

| | | |
|--------------------------|------------------------------|----------|
| Master Cleaners | Williamsburg Shopping Center | 229-1414 |
| | 1317 Richmond Road | 229-6556 |
| Rodgers Quality Cleaners | 519 Prince George Street | 229-1881 |
| | Rt. 143 | 229-9194 |
| Town & Country Cleaners | Rt. 143 | 229-4990 |
| Berkeley Cleaners | 1208 Jamestown Road | 229-7755 |
| | James-York Plaza | 229-7440 |
| Parker's Dry Cleaners | 1800 Pocahontas Trail | 229-4401 |
| Self-Service: | | |
| Colony Launderette | 124 2d Street | 229-8305 |
| Community Launderette | 226 Monticello Avenue | 229-8308 |
| Koretizing Cleaners | Lafayette & Bacon | 229-2227 |
| Laundercenter | Williamsburg Shopping Center | 229-8329 |

CURTAINS, SHEETS, BEDSPREADS, TOWELS:

| | | |
|-----------------------|------------------------------|----------|
| Casey's | Merchant Square | 229-2311 |
| Murphy's Mart | James-York Plaza | 229-5655 |
| Woolco | Williamsburg Shopping Center | 229-4141 |
| Southern | Williamsburg Shopping Center | 229-3921 |
| Sears (Catalog Sales) | Monticello Shopping Center | 229-0600 |

REFRIGERATORS, FANS, HOT PLATES, BROILERS:

| | | |
|------------------------------|----------------------------|----------|
| Sears, Roebuck & Co. | Monticello Shopping Center | 229-0600 |
| Neese Appliance Co. | 800 Merrimac Trail | 229-3484 |
| Goodyear Tire and Rubber Co. | 1501 Richmond Rd. | 229-5515 |
| Quesinberry T.V. & Appliance | Iron Bound Rd. | 229-2666 |
| Southern States | Rt. 60, By Pass Rd. | 229-3427 |
| Western Auto Associate | James-York Plaza | 229-3541 |

HARDWARE:

| | | |
|-----------------------------|------------------------------|----------|
| Better Buy Builder's Supply | Iron Bound Rd. | 229-6311 |
| Peninsula Hardware | Williamsburg Shopping Center | 229-2293 |
| Western Auto | James-York Plaza | 229-3541 |
| Williamsburg Hardware | By Pass & Penniman Rd. | 229-3091 |

ARTS AND CRAFTS: ARTISTS' SUPPLIES:

| | | |
|--------------------------|------------------------------|----------|
| Wornom's Arts and Crafts | Williamsburg Shopping Center | 229-7228 |
|--------------------------|------------------------------|----------|

T.V., RADIO:

| | | |
|------------------------------|----------------------|----------|
| Goodyear Tire and Rubber Co. | 1501 Richmond Rd. | 229-5515 |
| Martin's TV Service | 613 Queens Creek Rd. | 229-3798 |
| Neese Appliance Co. | 800 Merrimac Trail | 229-3484 |
| Jones Electronics | 537 2nd St. | 229-3593 |
| Western Auto | James-York Plaza | 229-3541 |
| Williamsburg Electronics | 99 Mooretown Road | 220-1290 |
| Furniture Fair of Wmsbg | 437 2nd St. | 229-3593 |
| Radio Shack | James-York Plaza | 229-4157 |
| Plaza Music Center | James-York Plaza | 229-3309 |

TELEVISION RENTAL:

| | | |
|------------------------|----------------|----------|
| Action Rental & Repair | Iron Bound Rd. | 229-0185 |
| Jones Electronics | 537 2nd St. | 229-3593 |
| Seven-Eleven Stores | Jamestown Road | 229-8479 |
| | Richmond Road | 229-9023 |
| | Route 143 | 229-8443 |

ALBUMS:

| | | |
|--------------------|---------------------|----------|
| Band Box | 517-B Prince George | 229-8882 |
| Plaza Music Center | James-York Plaza | 229-3309 |

In addition, you may purchase albums from department stores and dime stores in James-York Plaza, Monticello, and Williamsburg Shopping Centers.

There are stores in James-York Plaza at which you may purchase sheet music and books and purchase or rent musical instruments.

BIKES: PURCHASE AND REPAIR:

| | | |
|------------------------|----------------------------|----------|
| Franz Bike & Hike Shop | 1321-A Richmond Road | 229-5234 |
| Bikes Unlimited | James-York Plaza | 229-4620 |
| Western Auto | James-York Plaza | 229-3541 |
| Sears, Roebuck, & Co. | Monticello Shopping Center | 229-0600 |

Again, if you can, you should visit the malls and shops in the surrounding areas.

MOTORCYCLE: PURCHASE AND REPAIR:

| | | |
|---------------------|--------------|----------|
| Import Motors, Inc. | 315 York St. | 220-1100 |
|---------------------|--------------|----------|

AUTOMOBILES: PURCHASE AND REPAIR:

| | | |
|----------------------------|-------------------|----------|
| Harman Oldsmobile-Cadillac | Second St. | 229-4451 |
| J & T Body Shop | Rt. 614 | 229-5135 |
| Patriot Chevrolet-Buick | 212 2nd St. | 220-1700 |
| Person Ford | Rt. 162 | 229-2411 |
| Pittman Chrysler-Plymouth- | | |
| Dodge | 1440 Richmond Rd. | 229-1050 |
| Colony Motors | Page & 2nd St. | 229-3321 |
| Used cars: | | |
| Blanton's | 110 Penniman Rd. | 229-8239 |

AUTOMOBILE RENTING AND LEASING:

| | | |
|----------------------|-------------------|----------|
| Avis Rent A Car | 1305 Richmond Rd. | 229-3638 |
| Person Ford, Inc. | Rt. 162 | 229-2411 |
| Hertz Rent A Car | 3078 Richmond Rd. | 229-5115 |
| National Car Rental | 1545 Richmond Rd. | 220-0800 |
| Pittman | 1440 Richmond Rd. | 229-1050 |
| United Virginia Bank | Merchants Square | 229-2000 |

FLORISTS:

| | | |
|----------------------|-----------------------|----------|
| Claude Jones Florist | 1300 Garrison Dr. | 229-3802 |
| Schmidt Florist | 1317-D Richmond Rd. | 229-1665 |
| Suburban Flower Shop | 611 Queen's Creek Rd. | 229-1523 |
| Paradise Plants | James-York Plaza | 229-9844 |

TYPEWRITERS: PURCHASE, REPAIR:

| | | |
|---------------------------|-------------------|----------|
| Colonial Typewriters | 601 Prince George | 229-5818 |
| JL Office Machines | 2229 Richmond Rd. | 220-0458 |
| Saunders Office Equipment | 102 Bacon | 229-8224 |

TYPING SERVICE:

| | | |
|-----------------------|-----------------|----------|
| Typing Service Agency | 913 Jackson Dr. | 887-2525 |
|-----------------------|-----------------|----------|

BANKS:

| | | |
|-----------------------------|------------------------------|----------|
| Dominion National Bank | 783 Merrimac Trail | 220-1220 |
| First & Merchants' National | 1801 Richmond Rd. | 874-1911 |
| First Virginia | 300 Second St. | 220-0118 |
| Old Colony Bank & Trust | 1310 Jamestown Rd. | 220-1607 |
| Tidewater Bank & Trust | 1006 Richmond Rd. | 220-1111 |
| United Virginia | Duke of Gloucester St. | 229-2000 |
| | Monticello Shopping Center | 229-2000 |
| | James-York Plaza | 229-2000 |
| | Prince George & N. Henry St. | 229-2000 |
| Williamsburg National | 306 S. Henry | 229-7700 |

TRAVEL AGENCIES:

| | | |
|----------------------------|----------------------------|----------|
| Williamsburg Travel Office | 443 Prince George St. | 229-3031 |
| Colony Travel Agency | 424 Duke of Gloucester St. | 229-8684 |

EMPLOYMENT AGENCIES:

| | | |
|---------------------------|------------------------------|----------|
| Virginia Employment Comm. | 1301 North Mt. Vernon Avenue | 229-1426 |
| Colonial Williamsburg | Goodwin Building, N. Henry | 229-1000 |

CHAMBER OF COMMERCE:

You may obtain pamphlets, maps, and community service information at no cost at the Chamber of Commerce, located in the parking area on S. Henry and Francis, open from 9:00 a.m. to 5:30 p.m., Monday-Friday. 229-6511

NEWSPAPERS:

Local newspapers and the Washington Post, Star, and New York Times can be obtained at the pharmacies, Drug Fair, Roses, Book n' Card Shops, several restaurants, and the Campus Center Desk.

RADIO STATIONS:**AM Stations:**

| | |
|------|------|
| WCMS | 1050 |
| WCPF | 1600 |
| WGH | 1310 |
| WKLY | 1350 |
| WLPM | 1450 |
| WMBG | 740 |
| WNOR | 1230 |
| WPMH | 1010 |
| WTAR | 790 |
| WTID | 1270 |
| WVEC | 1190 |
| WWOC | 1100 |

FM Stations:

| | |
|------|-------|
| WBCI | 96.5 |
| WCMS | 100.5 |
| WCWM | 89.1 |
| WFOG | 92.9 |
| WGH | 97.3 |
| WHOV | 88.3 |
| WNOR | 98.7 |
| WOWI | 103 |
| WQRK | 104.5 |
| WTAR | 95.7 |
| WVEC | 101.3 |
| WXRI | 105.3 |
| WYCS | 91.5 |
| WYFI | 99.7 |

TELEVISION STATIONS:

| | |
|-----|-------------------|
| CBS | Channel 3 and 6 |
| NBC | Channel 10 and 12 |
| ABC | Channel 8 and 13 |
| UHF | Channel 15 & 27 |

- Abby Aldrich Rockefeller Museum 109
- Absence from final examinations 6
- Absence from tests 7
- Academic deficiencies 8
- Academic freedom 39
- Academic requirements 6
- Academics 3
- Accounting Society 35
- Advisors, Special (pre-professional) 5
- Advisors, Transfer 6
- Advisors, Undergraduate 4,5
- Affirmative Action 17
- Airports 123
- Albums 19, 126
- Alcoholic beverages, College regulations 53
- Alpha Kappa Delta 27
- Alpha Lambda Delta 26
- Amateur Radio Club 34
- American Field Service Returnees Club 29
- Amicus Curiae 105
- Announcements 115
- Anthropology Club 35
- Anthropology Museum 109, 110
- Appliances 12
- Area requirements 7
- Art exhibits 20
- Art, Sidewalk Show 109
- Art supplies 126
- Arts and crafts 20, 25, 126
- Arts, Occasion for the 109
- Asia House 3
- Association for Computing Machinery 29
- Association of Parents 107, 108
- Association of Religion Concentrators 35
- Atlantis Diving Club 29
- Automobiles, purchase and repair 127
- Automobiles, rental 127
- Backdrop Club 113
- Bacon Street 17
- Baha'i Fireside Association 32
- Bail fund 118
- Balfour-Hillel 32
- Band, William and Mary 111
- Bands, booking 115
- Banks 128
- Baptist Student Union 32
- Basketball courts 22
- Bedspreads 126
- Beta Gamma Sigma 27
- Bicycles 115
- Bicycles, purchase and repair 127
- Billiards 19
- Biology Club 35
- Black American Law Student Association 35
- Black Culture Series 107
- Black Student Organization 29
- Board of Student Affairs 26
- Bond fund 118
- Book Fair 25, 107
- Books, Library 21
- Bookstore 20, 21
- Botetourt Bibliographical Society 29, 30
- Botetourt Gallery 109
- Botetourt Museum 109
- Box Office 123
- Bridge Club 30
- Bus rental 115
- Busch Gardens 114
- Buses, commercial 123
- Buses, William and Mary 115
- Business, Masters of Business Administration Association 27
- Cafeteria 20
- Campus Center 19
- Campus Ministries United 32
- Canterbury Association 32
- Cards, playing 19
- Career Counseling 17
- Catalog 3
- Catholic Student Association 32
- Center for Psychological Services 16
- Chamber of Commerce 128
- Charter Day 107
- Check cashing 115, 116
- Cheerleaders 30
- Chemistry Club 35
- Chess Club 34
- Chess sets 19
- Choir, William and Mary 111
- Chorus, William and Mary 111
- Christian Science Organization 32
- Christmas programs 108
- Churches 32, 33
- Cigarettes, purchase 19
- Circle K 34
- City license tags 118, 119
- Class government 26
- Classics Club 35
- Classics Library 110
- Clothing, purchase of 125
- Coffee urns 19, 120
- College name, use of 116
- College property 53
- College-Wide Reading Program 110
- Collegiate Civitan 33, 34
- Colonial Echo 105
- Colonial Lawyer 106
- Colonial Williamsburg 114
- Committee on Academic Status 8, 9
- Commons 20
- Community services 34
- Commuting students 116
- Computing Machinery, Association for 29
- Concentration, change of 8
- Concentration, declaration of 7, 8

Concerts 112
 Concert Series 112
 Conduct, disruptive 51, 52
 Confidentiality of records 42, 43
 Contracts 116
 Convocations 107
 Copying 120
 Councils, Residence Hall 57
 Counseling services 15,16,17,18
 Course load, normal 6
 Craft festivals 20
 Curtains 126
 Dark rooms 19
 Day Students 116
 Debate 30
 Decorating rooms 11, 12
 Deferred grade 7
 Degree, declaration of candidacy 8
 Degree requirements 6
 Degrees committee 9
 Degrees offered 8
 Delta Omicron 27
 Delta Phi Alpha 27
 Delta Sigma Rho-Tau Kappa Alpha 27
 Democrats, Young 31
 Departmental libraries 22
 Departmental offices 116
 Departmental organizations 35
 Deposit, damage 12
 Deposit, room 12
 Director's Workshop 113
 Discipline, Graduate 81
 Schools of Arts & Sciences; Education;
 Marine Science 81
 School of Business Administration 83
 School of Law 86
 Discipline, undergraduate 63
 Discrimination 40
 Distribution of literature 116
 Diving Club, Atlantis 29
 Drill, precision teams 31
 Driver's licenses 118, 119
 Drop-Add 7
 Drugs 53, 54
 Dry cleaning 125
 Economics Club 35
 Education, Graduate Student Association 27,28
 Emergency Medical Services 15
 Employment, Student 122
 England, study in 4
 English (proficiency requirements) 7
 English Club 35
 Environmental Law Group 36
 ESCORT 121
 Evening College 9,10
 Exeter 4
 Experimental education programs 3,4
 F.H.C. Society 26
 Film Series 113
 Financial aid 122
 Fines, overdue Library books 21
 Firearms and Fireworks 52
 Flat Hat 105, 115
 Florists 127
 Foreign language (proficiency requirements) 7
 Foreign students 116, 117
 Foreign students, organization 30
 Foreign study 4
 France, study in 4
 Fraternities 103, 104
 Fraternities, Law School 35
 Free University 107
 French House 4
 Freshman directory 105
 Fumigation 12
 Fund-raising 121, 122
 Furnishings in room 12
 Galleries 109
 German Club 35
 German House 4
 Girl Scouts, Campus 30
 Government, Student 25
 Grade, review/reconsideration 8
 Grades, reporting of 6
 Grading system 6
 Graduate Student Association 27
 Graduate Student Association, School of
 Education 27, 28
 Graduate Student Center 20
 Green and Gold 105
 Guidelines, Residence Hall 59
 Gymnastics 22
 Handball courts 22
 Handicapped students 117
 Hardware 126
 "Help Unlimited" 104
 Health Center, Student 115
 Health Department 15, 16
 Historical Society, Lyon G. Tyler 31
 History of the College 1
 Hoi Polloi 20
 Homecoming 107
 Honor Code, graduate 90
 School of Arts and Sciences; Education;
 Marine Science 90
 School of Business Administration 92
 School of Law 93
 Honor Council (see Student Association)
 Honor System, undergraduate 67
 Honoraries 26
 Honors convocations 107
 Horseshoe pits 22
 Hospital, Williamsburg Community 15
 Hotline 17
 Housing, off-campus 119
 Identification cards 117

- Inspection 12
- Insurance 117
- Intercollegiate Debate Council 30
- Interhall (see Student Association)
- International Circle 30
- International Law Society 36
- Intramural Sports 103
- Introduction BB
- Italian House 4
- Jessup Moot Court 37
- Judicial proceedings 64
- Kappa Delta Pi 27
- Karate Club 30
- Kitchen facilities 12
- Language Houses 4
- Laundry 11, 125
- Law Review 106
- Law School organizations 35
- Law School publication 105
- Law Wives 36
- Lectures 110
- Library, Earl Gregg Swern 21
- Library hours 21
- Libraries, departmental 22
- Limousine 123
- Linens 13
- Loans 122
- Lockers 22
- Lost and Found 118
- Lutheran Student Association 32
- Magazine subscription to 119
- Mail service 118
- Majorettes 31
- Majors 7
- Management, Society for the Advancement of 35
- Masters of Business Administration Association 27
- Medical care, emergency 15
- Medical services 13
- Meeting rooms 19
- Mental Health Clinic, Tidewater 16
- Mermettes 31
- Midwinters 107
- Minority Student Affairs 17
- Misuse of sentinel alarm 53
- Montpellier 4
- Moot Court 36
- Mortar Board 26
- Motor Vehicles 54, 118
- Motor vehicles, purchase and repair 127
- Motorcycles, purchase and repair 127
- Museums 109
- Music Listening Areas 19, 119
- Musical productions 113
- News, William and Mary 105, 110, 115
- Newspapers, purchase of 19
- Newspapers, student 19, 115
- Newspapers, subscription to 119
- Non-returning students 8
- Notary services 119
- Occasion for the Arts 109
- Off-Campus Housing 119
- Ombudsman (See Student Association)
- Omicron Delta Epsilon 27
- Omicron Delta Kappa 26
- Orchesis 31
- Orchestra 111
- Organ concerts 112
- Organizations, campus 29
- Organizations, new 120
- Outing Club 31
- Overloads 6, 9
- Overnight guests 12
- Painting rooms 11
- Pans 20
- Parachute Club 35
- Parents' Association 108
- Parents' Weekend 108
- Parties, College Regulations 119
- P.D.A. Society 26
- Personal Conduct 51
- Personal records 42, 43
- Pets 56
- Phi Beta Kappa 26
- Phi Delta Kappa 27
- Phi Eta Sigma 26
- Phi Mu Alpha 27
- Phi Sigma 27
- Philosophy Club 35
- Physical Education Majors Club 35
- Physical Education Night 108
- Physical Education (proficiency requirements) 7
- Pianos 120
- Pi Delta Phi 27
- Picnic area 23
- Ping pong 19
- Placement services 17, 18
- Police, Campus 121
- Policies and Regulations, undergraduate 63
- Political organizations 31
- Post-Conviction Assistance Project 37
- Post Office 118
- Pots 19, 120
- Premiere Theatre 113
- Pre-registration 7
- President's Aides 27
- Printing 120
- Privacy, right to 42
- Proficiency requirements 7
- Project PLUS 3
- Project PLUS Forum 110
- Psychological Services, Center for 15
- Pub 20
- Public performances 54

Publications 105
 Publications Council 105
 Publications, Law School 106
 Punch bowls 19
 Queen's Guard Association 32
 Radio Club 34
 Radio, purchase and repair 126
 Radio stations 128
 Raft Debate 108
 Reading Program, College-Wide 110
 Recitals 111
 Recognition of new organizations 120
 Recordings 19, 126
 Records, personal 42
 Recreation 22
 Refrigerators 25, 126
 Registration 7
 Religion Concentrators, Association of 35
 Religious organizations 32
 Repairs 12
 Republicans, College 31
 Required to withdraw 8
 Rescue squad 15
 Reserve Officers Training Corps 103
 Residence Halls 11, 55
 Residency, Instate 117
 Review, William and Mary 105
 Rights and Responsibilities, Statement of 39
 Rings, William and Mary 20
 Room selection 11
 Roommates, change of 12
 Rooms, change of 12
 Rooms, meeting 19
 Russian Club 35
 S.A. Film Series 25, 113
 S.A. Speakers' Series 110
 Scheduling rooms 120
 Science Fiction Club 33
 Scotland, study in 4
 Security 12, 55, 121
 Self-Determination 57
 Senate (see Student Association)
 Service organizations 33, 34, 104
 Sheets 126
 Shoe repair 125
 Sidewalk Art Show 109
 Sigma Delta Pi 27
 Sigma Delta Psi 27
 Sigma Gamma Epsilon 27
 Sigma Pi Sigma 27
 Sign-printing equipment 19
 Sinfonicron 111
 Society for the Advancement of Management 35
 Society of Collegiate Journalists 27
 Society of Physics Students 35
 Society of Scabbard and Blade 27
 Solicitation 121
 Sororities 103, 104
 Spanish House 4
 Speakers' Series 110
 Special educational programs 3, 9
 Special programs, Office of 10
 Sport Parachute Club 35
 State license plates 118, 119
 Storage 11
 Student Activities Fee 122
 Student Affairs, Board of 25
 Student Aid 122
 Student Association
 Honor Council 26
 Interhall 25
 Ombudsman 25
 Senate 25
 Student Association, Graduate 27
 Student Association, School of Education 27
 Student Bar Association 28
 Student Government 25
 Student Health Center 15
 Student International Meditation Society 34
 Summer schools, other institutions 9
 Summer School, William and Mary 9
 Sunday Series 112
 Supersound 121
 Swimming pools 22
 Switchboard 122
 Taxis 123
 Telephones, campus 123
 Television, purchase and repair 126
 Television rental 126
 Television stations 128
 Tennis courts 22
 Textbooks, purchase of 20, 107
 Theaters, local 114
 Theatre, William and Mary 113
 Tickets, athletics 123
 Tickets, graduation 19
 Tickets, purchase of 123
 Tidewater Mental Health Clinic 16
 Towels 126
 Trains 123
 Transcripts 8
 Transfer credits 9
 Transferring out 8
 Transfers 9
 Travel agencies 123, 128
 Tutorial Service, Williamsburg Area 34
 Twentieth Century Gallery 109
 Typewriters 17, 113
 Typewriters, purchase and repair 113
 Typing facilities 19, 123
 Typing services 19, 127
 Underloads 7
 United Skiers of Virginia 34
 Veteran Affairs 123
 Violations of law 51
 Visiting Scholars' Series 110

Volleyball courts 22
Volunteer services 33, 34, 104
Voter registration 124
Washington Program 4
Waterbeds 56
Wayne F. Gibbs Accounting Society 35
WCWM 105, 115
Weight room 22
Wesley Foundation 32
Westminster Fellowship 32
William and Mary Hall 22
William and Mary Law Review 106
William and Mary News 105, 115
William and Mary Review 105
Williamsburg Area Tutorial Service 34

Williamsburg Community Hospital 15
Williamsburg Players 113
Withdrawal 8
Withdrawal, required due to academic
deficiencies 8, 9
Women's Equality 35
Wrestling 23
Xerox machines 19, 120
Yearbook 105
Young Americans for Freedom 31
Young Democrats 31
Young Life Leadership 32
Young Republicans 31
Yule Log Ceremony 108

THE COLLEGE CAMPUS



KEY FOR STUDENTS

1. Wren Building
2. Brafferton (Administrative Offices)
3. President's House
4. Ewell: President's Office, Admissions, Music
5. Washington: Anthro and Modern Languages
6. James Blair: Administration, Student Affairs
7. Old Chemistry Building (formerly Rogers Hall)
COMMON GLOBE AMPHITHEATRE
8. Marshall-Wythe School of Law
9. Monroe: student residence hall
10. Blow: Men's P.E. ROTC
11. Old Dominion: student residence hall
12. Bryan Complex: student residence hall
13. Cary Field: football and track
14. Fraternity Complex: frats, Asia House
15. Landrum: student residence hall
16. Chandler: student residence hall
17. Barrett: student residence hall
18. Jefferson: student residence hall
19. Talfierro: student residence hall
20. Lodges: student residences
21. King Student Health Center
22. Campus Center
23. Bookstore
24. Trinkle: printing and warehouse
25. Hunt: student residence hall
26. Tyler Hall: student residence hall
27. Brown Hall: student residence hall
28. Sorority Court
29. PBK Hall: Theatre, speech, radio
30. Andrews Hall: Fine Arts
31. William and Mary Hall
32. Yates: student residence hall
33. Adair: women's gym, dance studio, pool
34. duPont: student residence hall
35. Common: dining hall
36. Millington: Bio and Psych
37. Swem Library, Early American Institute
38. Small: Physics, Geology
39. Jones: Math, Philosophy, Education, Business
40. Morton: Social Sciences, Religion
41. Boretourt: residence, experimental programs
42. Alumni House
43. Rogers: Chemistry

